

Banner Financial Aid User Guide

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A horizontal banner at the bottom of the page. It is divided into three main sections. The first section on the left is a black and white photograph of a person's hands writing on a notepad. The second section is a solid black rectangle containing the word "SUNGARD" in white, bold, sans-serif capital letters. The third section is a solid blue rectangle containing the words "HIGHER EDUCATION" in white, sans-serif capital letters. To the right of the blue section is a solid grey rectangle.

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This chapter introduces you to Banner Financial Aid. The following is a list of the sections in this chapter and a brief description of their contents.

- The Application Summary section provides a description of the application and the problems it resolves. It also describes the application's place in Banner as well as identifying database and hardware environments.
- The Functions section describes the key functions of Banner Financial Aid.
- The Module Integration section explains the interaction of Banner Financial Aid functions.
- The Financial Aid System Process Flow section diagrams the Banner Financial Aid process.

Application Summary

SunGard Higher Education's software products assist with the task of resource management by supporting the integrated flow of information throughout your institution. The Banner series continues this tradition with Banner Financial Aid.

Handling the daily activities of the financial aid office, Banner performs tracking, budgeting, need analysis and packaging. Meeting the demands for information, Banner Financial Aid contains the following integrated components: applicant record creation, requirements tracking, student budget assignment, need analysis, and packaging. Also included are funds management, disbursement, award history/transcripts, direct lending, electronic data exchange (EDE), reporting, loan processing, and return of Title IV fund information.

Banner Financial Aid places your financial aid office at the forefront of technology through its use of Oracle®—the advanced relational database management system from Oracle Corporation and SQL—the standard for database access. By combining this technology with rule-based architecture and the capability for distributed processing, Banner creates an information environment that you can tailor to meet your unique requirements without extensive technical support.

This combination gives you the advantages of an easy-to-use query language and report writer, and direct access to strategic decision support information.

Functions

Banner Financial Aid performs the following functions via its integrated modules:

- Applicant Processing
- Need Analysis/Verification
- Requirements Tracking
- Budgeting
- Packaging and Disbursement
- Athletics
- Funds Management
- Electronic Data Exchange
- History and Transcripts
- Financial Aid Common Functions
- Student System Shared Data
- Short-Term Credit
- Student Employment
- Loan Processing
- Return of Title IV Funds

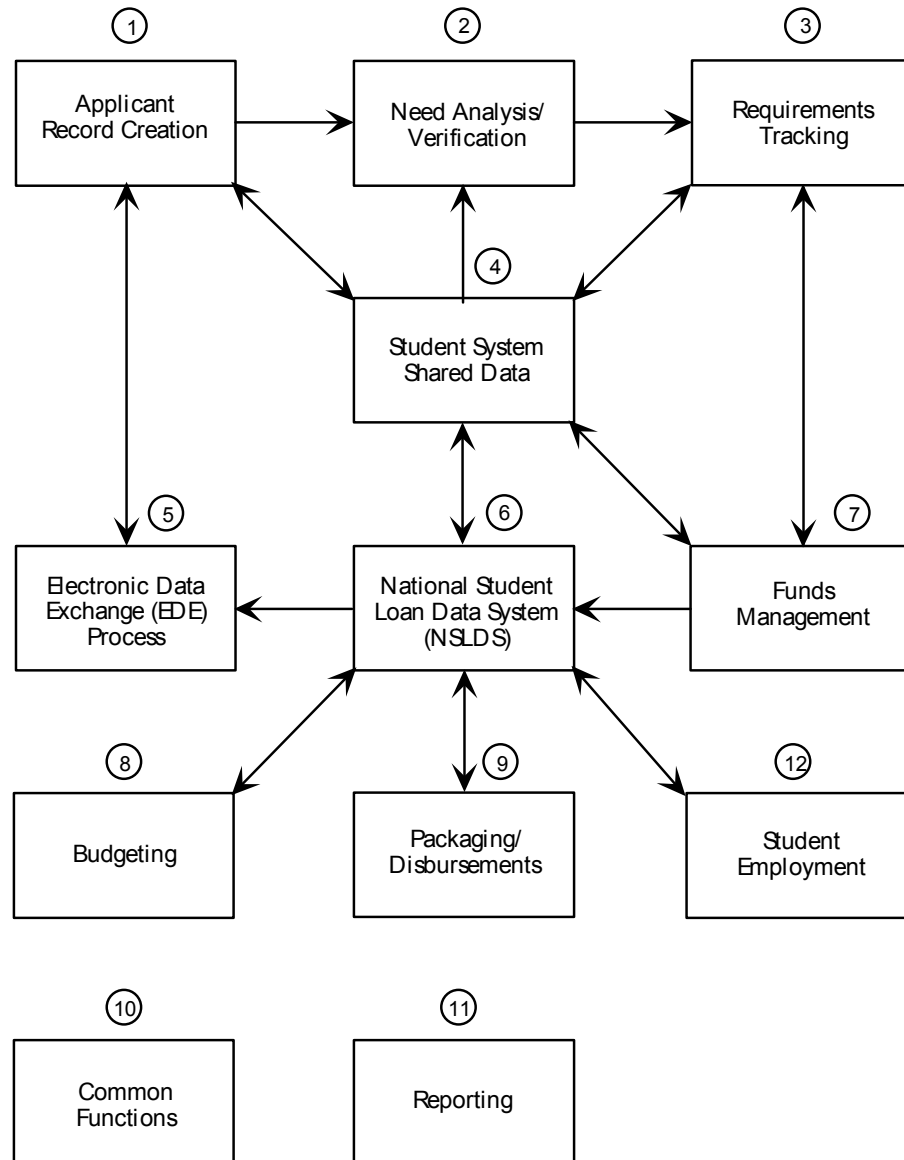
All modules can be tailored to your institution by using Banner's rule-based architecture to define validation codes and processing rules.

Module Integration

1. *Applicant Processing* accepts records created through several processes including ISIR data loads, Pell Electronic Data Exchange, and manual creation through the Record Creation/Need Analysis forms.
2. *Need Analysis/Verification* performs calculations that determine the contribution applicants are expected to make towards their expenses. The verification process validates certain information provided on an aid application against the same data from other documents.
3. *Requirements Tracking* monitors the request for and receipt of certain documents which are often required so that applications can be fully processed.

4. *Budgeting* maintains data on the applicant's cost to attend the institution.
5. *Packaging and Disbursements* matches an applicant's need with available funds to determine an appropriate package for the applicant and records disbursement of the funds.
6. *Athletics* maintains scholarship and donor information.
7. *Funds Management* saves data related to financial aid funding sources.
8. *Electronic Data Exchange* allows institutions to share information electronically with the central processor and COD.
9. *History and Transcripts* maintains historical data on the applicant and produces financial aid transcripts.
10. *Financial Aid Common Functions* are general functions that support all of the other financial aid processes.
11. *Student System Shared Data* shares information with the institution's Student Information System (that being the Banner Student or another student system).
12. *Short-Term Credit* creates and maintains short-term loans.
13. *Student Employment* establishes job referrals, authorizations, placements, and tracks compensation limits for students employed by the institution.
14. *Loan Processing* allows for the creation and processing of loan applications for Electronic Loans, Direct Loans, or Manual Loans.
15. *Return of Title IV Funds* assists you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Accounts Receivable, Student, and Financial Aid products.

Financial Aid System Process Flow



Applicant Processing

The Applicant Processing module contains the forms that you use on a regular basis for the day-to-day processing of student financial aid information. All of the forms in this module also exist in other modules in Banner Financial Aid.

Forms

The following forms can be found within the Applicant Processing module:

Applicant Status	ROASTAT
Financial Aid Record Maintenance	ROARMAN
Need Analysis	RNANAXX
Need Analysis Processing	RNAPRxx
Need Analysis Document Verification	RNAVRxx
Student Loan Data System	RNASLxx
NSLDS Transfer Monitoring Application	RNATMNT
Need Analysis Result	RNARSxx
Applicant Requirements	RRAAREQ
Applicant Budget	RBAABUD
Award Maintenance	RPAAWRD
Applicant User Defined Data	ROAUSDF
Financial Aid Enrollment	ROAENRL
Applicant High School and Admission Data	ROAHSdT
Summary Academic History Inquiry	RSIHIST
Basic Student Information Inquiry	RSISTDN
Admissions Application Inquiry	RSIAPPL
Account Detail Review Inquiry	RSIAREV
Degrees and Other Formal Awards Inquiry	RSIDEGR
Housing Information Inquiry	RSIHOUS

Prior College Inquiry	RSIPCOL
High School Inquiry	RSIHSCH
Test Score Inquiry	RSITEST
Veteran Certification Inquiry	RSIVETN
Third Party Contract Inquiry	RSICONT
Billing Exemption Inquiry	RSIEXPT
2009-2010 Grant File Import	RERFI10
Address Type List	ROQADDR
Financial Aid Object Library	ROQOLIB
Loan Application	RPALAPP
Lender Base Data	RPRLNDR
Certification Initials Validation	RTVCINT
Miscellaneous Parameters	RORMPRM
Web Tab Rules	RORWTAB
Direct Loan Origination	RPALORG
Batch Posting Type Validation	RTVPTYP

Applicant Processing flow

- **Applicant Status form (ROASTAT)**

The Applicant Status form displays applicant information such as general financial aid status information, satisfactory academic progress data, admissions status information, financial need data, and award data.

- **Financial Aid Record Maintenance form (ROARMAN)**

The Financial Aid Record Maintenance form enables you to review and change most of the important aspects of a student's financial aid record from one central form. Specifically, it displays and updates the following parts of a student's record:

- award detail
- applicant processing status
- enrollment status
- satisfactory academic progress
- admissions status detail
- budget components
- other resources
- coded and non-coded tracking requirements
- Pell Grant status
- need analysis information.

- **Need Analysis form (RNANAxX)**

You can view, enter, and maintain all core financial aid application information on the Need Analysis form. The information on this form is specific to the aid year and applicant. It is presented and stored in MDE independent format.

- **Need Analysis Processing form (RNAPRxx)**

Use the Need Analysis Processing form to view and process both (Federal Methodology) FM and (Institutional Methodology) IM calculations for a specified aid year. The form allows you to view the data and process data changes for both calculations, side-by-side. Once data is loaded and modified (if required), this form can be used to calculate INAS and receive new need analysis results. RNAPRxx maintains many of the characteristics of the Need Analysis form (RNANAxX), including the ability to run INAS, add a need analysis record manually, and utilize Pell Corrections functionality.

- **Need Analysis Document Verification form (RNAVRxx)**

Use the Need Analysis Document Verification form to verify the data that exists in the student's application record with physical tax forms and other documents submitted by the student. This form includes student application and verification records, as well as parent application and verification data.

- **Student Loan Data form (RNASLxx)**

You can view and maintain National Student Loan Data System (NSLDS) information on the Student Loan Data System form. Load the NSLDS data from files received through the Electronic Data Exchange (EDE) process or from the Applicant Data Reporting Service from the Department of Education.

- **NSLDS Transfer Monitoring Application form (RNATMNT)**

Use RNATMNT to enter the names of students who need to be added to or removed from the NSLDS Monitoring List. Data entered on this form is used by

the Transfer Monitoring Extract Process (RNRTMNE) to create the Transfer Monitoring School Inform File, which is sent to NSLDS.

- **Need Analysis Result form (RNARSxx)**

Use the Need Analysis Result form to view, enter, and edit the results of the calculations of a student's Federal Methodology (FM), Pell EFC, and Institutional Methodology (IM) contributions. You can load the results from electronic applications or you can manually enter the results. You can also change the results to reflect professional judgement where permitted.

- **Applicant Requirements form (RRAAREQ)**

Use the Applicant Requirements form to assign tracking requirements to a financial aid applicant for a specified aid year. A tracking group can be used to assign the applicant to a general group of tracking requirements. You can also assign a set of non-standard requirements to the applicant. The Promissory Notes section enables you to prevent the disbursement of student loan funds to students who have not yet signed their promissory note for the term.

- **Applicant Budget form (RBAABUD)**

Use the Applicant Budget form to assign a set of budget components to a financial aid applicant for a specified aid year. You can also use RBAABUD to assign a budget group to a student and an aid period. The aid period defines the portion of the aid year that the student will be in attendance.

- **Award Maintenance form (RPAAWRD)**

Refer to the Award Maintenance form to maintain packaging information for an applicant.

- **Applicant User Defined form (ROAUSDF)**

Refer to the Applicant User Defined form to view the user-defined fields for an applicant.

- **Financial Aid Enrollment form (ROAENRL)**

Use ROAENRL to maintain Banner Financial Aid hours and display Banner Student hours.

- **Applicant High School and Admission Data form (ROAHSMT)**

Use ROAHSMT to enter the information necessary to establish high school eligibility for the Academic Competitiveness Grant (ACG) and to record if the student meets TEACH Grant eligibility requirements.

- **Student System Shared Data menu**

The Student System Shared Data module allows you to integrate Banner Student with Financial Aid. This option permits you to view forms that contain information concerning recruiting, admissions, registration, housing, accounts receivable, and academic history.

Need Analysis

In the Need Analysis module, the student's financial need is calculated based on the difference between the packaging budget and the Federal Methodology (FM) or the Institutional Methodology (IM) budget calculations. You can define the methodology used in the need analysis calculation. A transaction log maintains an online log of all changes.

Forms

The following forms are included within the Need Analysis module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Need Analysis	RNANAxX
Need Analysis Processing	RNAPRxx
Supplemental Need Analysis	RNASUxx
Need Analysis Result	RNARSxx
Applicant Override	RNAOVxx
Applicant Need Analysis Application Inquiry	RNIAPPL
Applicant Student Loan Data Inquiry	RNINSLD
Calculated Need Analysis Detail Inquiry	RNINAIQ
Miscellaneous Results Inquiry	RNIMSxx
Need Analysis Global Policy Options Rules	RNRGLxx
Applicant Status	ROASTAT
Applicant Pell Grant	ROAPELL
Need Analysis Document Verification	RNAVRxx
Application Purge	RNAPURG
Student Loan Data System	RNASLxx
NSLDS Transfer Monitoring Application	RNATMNT

Need Analysis Online Recalculation Process Flow Narrative

- **Financial Aid Application Current Record**

Each financial aid applicant may have multiple application records from different sources, one of which will always be marked *current*. The current record is always used for Need Analysis calculations, which are performed by the College Scholarship Service (CSS) Institutional Need Analysis System (INAS).

- **INAS Options**

The CSS INAS default values are delivered from SunGard Higher Education. If you would like to change these values, you can do so for all students on the INAS Global Policy Options Rules form (RNRGLxx). In addition, overrides can be set for individual students using the Applicant Override form (RNAOVxx).

- **INAS Calculation**

The calculation default mode setting is the long option, which initiates a complete recalculation of all Need Analysis results, including interim results.

- **Pell Calculation**

A Pell Award calculation can be run after the INAS calculation is completed. The Pell calculation determines the amount of the student's Pell award, checks the validity of the award, and packages the award in the student's award package.

When running the Need Analysis Calculation (INAS) online from a form, the Pell calculation will be called automatically under certain conditions. When running INAS from Job Submission, the Pell calculation is *not* automatically run. Pell batch calculations can be done by running the Pell Calculation Process (RPEPELL).

- **INAS Results**

INAS Results can be seen online on both the Need Analysis Result form (RNARSxx) and the Calculated Need Analysis Detail Inquiry form (RNINAIQ). In addition, the calculation produces a printed report.

Requirements Tracking

The Requirements Tracking module permits you to define an unlimited number of documents or statuses that students need to submit or complete. These requirements control whether a student is eligible to be packaged or receive a payment of aid. This module provides you with the following features:

- Requirement Definition – defines an unlimited number of application requirements
- Grouping of Students – places students with similar characteristics into groups and assigns the same requirements to all students in the same group

- Mass Entry – allows entry of information about multiple documents/requirements for multiple students on one screen
- Letter Generation – provides the ability to print letters to students informing them of the documents/requirements they need to submit or satisfy

Forms

The following forms are included within the Requirements Tracking module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

Applicant Requirements	RRAAREQ
Financial Aid Record Maintenance	ROARMAN
Applicant Requirements Mass Entry	RRAMASS
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Financial Aid Selection Rules	RORRULE
Requirements Tracking Group/Requirements Rules	RRRGREQ
Message Rules	RORMESG
Group Inquiry	ROIGRPI
Requirements Tracking Validation	RTVTREQ
Requirements Tracking Group Validation	RTVTGRP
Requirements Tracking Status Validation	RTVTRST
Applicant Requirements Mass Entry	RRAMASS)

Requirements Tracking Process Flow Narrative

- **Financial Aid Application Current Record**

Each financial aid applicant may have multiple application records from different sources, one of which will always be marked *current*. Data in the current record is used to determine whether additional documents need to be supplied by the applicant.

- **Create Applicant Requirement Records**

Applicant requirement records can be established in several ways. When applicants are loaded into Banner Financial Aid through data load, they are usually also run through the Requirements Tracking Batch Group Assignment Process.

This process places the applicants into Requirements Tracking groups according to user-defined criteria. Each group has a set of requirements associated with it, which are then assigned to each applicant that falls into the group. Applicants can also be individually assigned to Requirements Tracking groups online, either manually or automatically. Individual requirements can be manually assigned to applicants online as well.

- **Requirement Tracking Group Codes and Rules**

The Financial Aid Office establishes the Requirement Tracking Group codes and rules that associate specific groups with specific sets of tracking components.

- **Applicant Requirement Records**

Applicant Requirement Records contain information about outstanding and satisfied requirements, including the date the requirement was established, the last date and action taken against the requirement, whether the requirement is required by the Packaging, Disbursement and/or Memo processes, and the fund code of a specific fund to which the requirement is linked.

- **Additional Documents Required**

The Financial Aid office establishes policies regarding which additional documents are required from certain applicants. The rules governing which applicants are assigned requirements are set up online, and users can monitor an applicant's progress toward fulfilling these requirements at any time.

- **Other Processes Can Proceed**

Requirements are categorized as necessary for certain processing in three specific functional areas: Packaging, Memoing, and Disbursement. When all requirements that are mandatory in one of the functional areas have been met, processing in that area can proceed.

- **Send Requirements Tracking Letters to Applicants**

After applicants have been assigned requirements, the Financial Aid office sends letters to each applicant with unsatisfied requirements, advising them that certain documents need to be supplied. These letters can be created through the Letter Generation portion of Banner.

- **Applicant Documents**

After being notified of the request for documents, applicants send those documents to the Financial Aid office.

- **Post Satisfied Requirements**

Receipt of the documents from applicants is entered online. The status of the requirement is changed to *satisfied*, if the requirement has been properly met.

Budgeting

The Budgeting module calculates and assigns cost of attendance values to each applicant based on budget types established by the institution (for example, tuition, fees, room and board, etc.). This module provides you with the following features:

- Budget Component Assignment – assigns a pre-defined set of budget categories (components) and values to students according to their budget group
- Budget Averaging – creates a budget which is a weighted average of two or more budgets
- Multiple Budgets – assigns a Pell Budget plus one additional budget
- Transaction Log – maintains an online log of all budget changes

Forms

The following forms can be found within the Budgeting module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Applicant Budget	RBAABUD
Financial Aid Record Maintenance	ROARMAN
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Budget Component Rules	RBRCOMP
Financial Aid Selection Rules	RORRULE
Budget Group/Type Rules	RBRGTYP
Message Rules	RORMESG
Budget Inquiry	RBIBUDG
Group Inquiry	ROIGRPI
Budget Group Validation	RTVBGRP
Budget Type Validation	RTVBTYP
Budget Component Validation	RTVCOMP
Aid Period/Term Rules	RORTPRD

Aid Period Validation	RTVAPRD
Applicant Requirements Inquiry	RRIAREQ
Create and Maintain Funds	ROAMGMT

Budgeting Process Flow Narrative

- **Financial Aid Application Current Record**

Each financial aid applicant may have multiple application records from different sources, one of which will always be marked *current*. Data in the current record is used to determine the budget that is assigned to an applicant.

- **Create Applicant Budget Records**

Applicant Budget records can be established in several ways. When applicants are loaded into Banner Financial Aid through data load, they are usually also run through the Budgeting Batch Group Assignment Process.

This process places the applicants into Budgeting groups according to user-defined criteria. Each group has a set of budget components associated with it, which are then assigned to each applicant that falls into the group. Applicants can also be individually assigned to Budgeting groups online, either manually or automatically. Individual budget components can be manually assigned to applicants online as well.

- **Budget Components**

Budget Components are the individual line items for which the Financial Aid office establishes costs. Examples of budget components are tuition, books and supplies, and commuting costs.

- **Budgeting Group Codes and Rules**

The Financial Aid Office establishes the Budgeting Group codes and rules that associate specific groups with specific sets of budget components.

- **Applicant Budgets**

Applicant Budgets reflect the approximate costs that an applicant will incur by attending the institution. These costs are different for different categories of students - on-campus vs. off-campus, graduate vs. undergraduate, and so on. An individual applicant can have at most two different budgets – one for Pell Grants and a second for non-Pell programs.

- **Other Financial Aid Processes**

Other functional areas within Banner use the applicant budgets developed within the Budgeting module to determine the financial need that an applicant has, and the appropriate aid that will meet that need.

- **Budget Information Can be Included in Award Letters to Applicants**

Letters that are sent to applicants detailing their financial aid awards can optionally include a section dealing with the applicants' budgets, which are drawn from this module. These letters can be created through the Letter Generation portion of Banner.

Packaging and Disbursement

The Packaging and Disbursement module provides a flexible automatic packaging function that allows an unlimited number of ways individual or groups of applicants may be packaged. The following processes are included in the Packaging and Disbursement module:

- User-Defined Packaging – permits applicants to be assigned into an unlimited number of packaging groups, which have a unique set of user-defined packaging formulas
- Simulated Packaging – permits you to design and run *what-if* packaging analysis
- Letter Generation – allows you to produce an unlimited number of different types of award letters
- Transaction Log – maintains an online log of all packaging changes

Forms

The following forms are included within the Packaging and Disbursement module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

Packaging Maintenance	RPAAPMT
Award Maintenance	RPAAWRD
Scholarship Term Information	RPASTRM
Financial Aid Record Maintenance	ROARMAN
Fund Award Inquiry	RPIFAWD
Fund Award Term Inquiry	RPIFTERM
Award Acceptance Mass Entry	RPAMACC
Award Offer Mass Entry	RPAMOFF

Resource Maintenance	RPAARSC
Applicant High School and Admission Data	ROAHSDT
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Contracts and Exemptions Payment Inquiry	RPIARPY
Applicant Award by Term	RPIATRM
Disbursement Results	ROIDISB
Financial Aid Selection Rules	RORRULE
Algorithmic Packaging Rules	RPRALGR
Financial Aid CIP Code Rules	RPICIPC
State Advanced/Honors Program Codes	RPISAHP
Packaging Group Fund Rules	RPRGFND
Default Packaging Rules	RPRDEFR
Packaging Rules	RPRPCKR
Exemption Rules	RPREXPT
Third Party Contract Rules	RPRCONT
Packaging Options	RPROPTS
Audit Grading Mode	RPRAUDT
Packaging Group Fund Source Maximums Rules	RPRFSRC
Packaging Group Fund Category Maximums Rules	RPRFCAT
Group Inquiry	ROIGRPI
Financial Aid Degree Rules	RPRDEGR
Financial Aid Major Rules	RPRMAJR
Algorithmic Packaging Rule Code Validation	RTVALGR
Award Status Validation	RTVAWST

Fund Category Validation	RTVFCAT
Packaging Group Validation	RTVPGRP
Resource Code Validation	RTVARSC

Packaging Process Flow Narrative

- **Financial Aid Application Current Record**

Each financial aid applicant may have multiple application records from different sources, one of which will always be marked *current*. Data in the current Record can be used to determine the budget that is assigned to an applicant.

- **Assign Applicants to Packaging Groups (required if using automated packaging)**

Applicants can be assigned to Packaging groups in several ways. When applicants are loaded into Banner through data load, they are usually also run through the Packaging Batch Group Assignment Process. This process places the applicants into Packaging groups according to user-defined criteria. Applicants can also be individually assigned to Packaging groups online, either manually or automatically.

- **Packaging Group Codes and Rules**

The Financial Aid Office establishes the Packaging group codes and rules that associate specific groups with specific sets of packaging components.

- **Packaging and Fund Rules**

Packaging and Fund rules define how and when awards to applicants will be made. These rules include awarding rules, funds management rules, gap equity and self-help packaging rules, and exemption and third-party contract rules.

- **Applicant Budgets**

The Packaging process uses the applicant budgets, in conjunction with the Need Analysis results, to determine the financial need that an applicant has and the appropriate aid that will meet that need.

- **Need Analysis Results Record**

Packaging uses the Expected Family Contribution, in conjunction with the applicant's budget, to determine the contribution an applicant and family can make toward meeting financial need.

- **Packaging Process**

The Packaging process determines an award package for each applicant based on rules within the Packaging module, data from other modules within Financial Aid (unsatisfied requirements, packaging holds, and so on), and federal financial aid rules.

- **Applicant Award Package**

The Applicant Award Package consists of award amounts from various funds and a schedule of when the amounts will be disbursed.

- **Additional Need**

If, after the automatic Packaging process is performed, additional need remains for an applicant, manual packaging can be performed to attempt to meet the need.

- **Manual Packaging**

Manual packaging can be performed online at any time for an applicant (that is, before or after automatic packaging).

- **Send Award Letters**

Send Award Letters to applicants after determination of partial or final awards. In addition to financial aid awards, Award Letters can optionally contain other messages related to the budget or awards.

- **Post Applicant Acceptance/Rejection**

Applicant responses to award letters can be updated manually online.

Athletics

Use the Athletics module to maintain scholarship and donor information. Through this module, you have the ability to

- Set up and track scholarship information by term.
- Enter default potential values for grants by Sport Code.
- Maintain donor and scholarship demographic information.
- Select specific types of thank you notes donors will receive.
- Select specific groups whose grades will be reported to donors.

Forms

The following forms can be found within the Athletics module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

Potential Athletic Grant Defaults (RAAPAGD)	Use RAAPAGD to enter the default athletic grant award amounts for the aid year. Through RAAPAGD, you can enter general default amounts for athletic grants for both in-state and out-of-state athletes, and you can also enter default amounts for in-state and out-of-state athletes by Sport Code .
Sport Aid by Term (RAASPTM)	Use RAASPTM to view and enter student athletic aid information for a specific term. You can use the Default Aid Values button to populate the data under the following tabs: Institutional Award , Outside Award , Resources , and Contracts and Exemptions .
Team Sport Term Aid (RAITMTM)	Use RAITMTM to view by sport the total amount of a grant that has been awarded in a term. RAITMTM also displays the detail of how the grant was awarded. This information is based upon the data on RAASPTM.
Donor/Scholarship Demographics (RFADSCD)	Use RFADSCD to enter donor and scholarship demographic information.
Scholarship Term Information (RPASTRM)	Use RPASTRM to view scholarship information for a student by term.
Athletic Aid Type Validation (RTVAATP)	Use RTVAATP to set up the Athletic Aid Types to be used on RAASPTM.
Financial Aid Sport Validation (RTVFASP)	Use RTVFASP to designate the Financial Aid Sport Codes to be used on RAASPTM. This is necessary, because Financial Aid Sport Codes may differ from what is used in Banner Student.
Grades to Donor Validation (RTVGRDD)	If a donor wishes to receive grade reports on specific groups, use RTVGRDD to designate those groups.

Scholarship Source Validation (RTVSSRC)	This validation form allows you to designate the source of a scholarship, for example: donor, gift, or institution.
Reviewed Validation (RTVREVV)	This validation form allows you to designate the review status of an athlete's institutional award, outside award, resource, and/or contract or exemption. For example, you might use this form to designate that the information for the fund, resource, and contract/exemption has been reviewed and is complete.
Thank You Letter Validation (RTVTYLT)	If a donor only wishes to receive certain types of thank you letters, use RTVTYLT to designate the thank you letter types.

Athletic Grant Term Roll Process (RAPAGRL)

Use this process to roll athletic grant term information on RAASPTM from one term to the next.

Athletic Aid Discrepancy Report (RARATAD)

Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated since this information was originally reported to Athletics.

Contract Rules (RPRCONT)

Use the Count for Athletics field on RPRCONT to indicate if a contract should be counted for Athletic reporting purposes.

Exemption Rules (RPREXPT)

Use the Count for Athletics field on RPREXPT to indicate if the exemption should be counted for Athletic reporting purposes.

Resource Code Validation (RTVARSC)

Use the Count for Athletics field on RTVARSC to indicate if the resource should be counted for Athletic reporting purposes.

Funds Management

The Funds Management module defines and monitors an unlimited number of funds, fund types, and fund associated eligibility rules for purposes of awarding and disbursing financial aid. This module provides you with the following features:

- Applicant Requirements – allows application requirements to be associated with individual funds assigned to the student’s tracking record when the fund is packaged
- Fund Messages – permits messages that are unique to a specific fund to be printed in the award letter

Forms

The following forms are included within the Funds Management module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Fund Management	RFRMGMT
Funds Management	ROAMGMT
Fund Budget Inquiry	RFIBUDG
Federal Fund ID Inquiry	RFIFFID
Federal Rules Inquiry	RPIFEDR
Default Award and Disbursement Schedule Rules	RFRDEFA
Fund Award and Disbursement Schedule Rules	RFRASCH
Financial Aid Selection Rules	RORRULE
Fund Base Data	RFRBASE
Donor and Scholarship Demographics	RFADSCD
Fund Source Code Validation	RTVFSRC
Financial Aid Fund Type Validation	RTVFTYP
Grades to Donor Validation	RTVFTYP

Reviewed Validation	RTVREVV
Scholarship Source Validation	RTVSSRC
Thank You Letter Validation	RTVTYLT

Funds Management Process Flow Narrative

- **Define Basic Fund Data**

Basic fund data includes fund type, funding source, and other fund information which is established by the Financial Aid Office on the Financial Aid Fund Type Validation form (RTVFTYP), the Fund Source Code Validation form (RTVFSRC), and the Fund Source Data form (RFRBASE).

- **Standard Award & Disbursement Schedules**

Standard awarding and disbursement schedules for each aid period are set up on the Default Award and Disbursement Schedule Rules form (RFRDEFA).

- **Create Fund Aid Year-Specific Data**

Aid Year-specific fund records contain information about monies available to be awarded, packaging options, disbursement options, messages, and comments. This is defined on the Fund Base Data form (RFRBASE).

- **Standard Award Schedule**

The Financial Aid Office ascertains whether the standard award schedule is applicable to the fund for any aid period.

- **Create Fund-Specific Award Schedule**

If the standard award schedule is not applicable to the fund for any specific aid period, a customized fund award schedule is created on the Fund Award and Disbursement Schedule Rules form (RFRASCH).

- **Standard Disbursement Schedule**

The Financial Aid Office ascertains whether the standard disbursement schedule is applicable to the fund and aid period.

- **Create Fund-Specific Disbursement Schedule**

If the standard disbursement schedule is not applicable to the fund for any specific aid period, a customized fund disbursement schedule is created on the Fund Award and Disbursement Schedule Rules form (RFRASCH).

- **Create Fund Awarding Rules (optional)**

Awarding rules specific to the fund are created on the Financial Aid Selection Rules form (RORRULE).

- **Packaging Process**

The rules established in the Funds Management are used extensively in the Packaging process.

- **(Optional) Create Fund Disbursement Rules**

Disbursement rules specific to the fund are created on the Financial Aid Selection Rules form (RORRULE).

Electronic Data Exchange

The Electronic Data Exchange module enables you to perform the following functions:

- Applicant Record Creation – Load ISIRs into the Banner Financial Aid System
- Online Need Analysis – Use online need analysis verification forms to log data changes to an applicant's record.
- ISIR Correction/Request Processing – Create data files for transfer to the Central Processor.
- COD Processing – Creates data files for transfer to COD using information from the Banner Financial Aid database.
- Data File Generation – Send data files generated by Banner Financial Aid to the EDE Central Processor.

Forms

The following forms can be found within the Electronic Data Exchange module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

ISIR Correction/Request	REACORR
Batch Control	RPIBATC
COD Document Control	REICODD
Miscellaneous Results Inquiry	RNIMSxx
Grant Origination Acknowledgement	REAORxx
Grant Disbursement/Acknowledgement	READIxx
TEACH Grant Agreement to Serve	RPATATS
Rejection Code Validation	RTVRJCT

Summary Statement of Account Inquiry	REISSOA
Detail Statement of Account Inquiry	REIDSOA
Data Request Record	RERRDRQ
Multiple Reporting Record Inquiry	REIRMRR
COD Year to Date Grant Summary	REIYTDS
COD Year to Date Grant Origination	REIYTDO
COD Year to Date Grant Disbursement	REIYTDD
NSLDS Transfer Monitoring Application	RNATMNT
COD Identifier	REASTID
COD Entity ID Rules	RORCODI
Financial Aid CIP Code Rules	RPICIPC
State Advanced/Honors Program Codes	RPISAHP
Electronic Counseling Status	RPILECS

Electronic Data Exchange Process Flow Narrative

- **Student Signs ISIR or Initiates Corrections**

The student signs the electronic SAR (ISIR) and returns it to the school. Or, the student initiates the corrections and sends the information directly to the Central Processor.

- **Process the ISIR through Banner and Create a Corrections Batch**

- Ensure that rules for EDE Correction logging are established.
- Make the necessary data changes on the RNANAx form.
- Run the Need Analysis Logging Process (RLRLOGG) to move the data from the temporary log tables to the permanent log tables.
- Run the EDE Correction/ISIR Request File Creation Process (REBCDxx) to extract the corrections and to create the data file. The flat file consists of EDE corrections and requests for ISIRs.
- Transfer the data file from Banner to your PC. You must download the data file to a PC in order to transmit the information electronically to the CPS through EdConnect.

- **School using Federal SAIG Network**

The school uses the SAIG Network to load revised ISIRs.

- **Central Processor**

The Central Processor responds to ISIR requests and transmits corrected ISIRs for the students after successfully processing your corrections. If the CPS rejects an ISIR Request, it will return the transaction to you, along with codes indicating the reason for the rejection.

- **Create EDE Files**

Change the name of the ISIR file to xxxxesar.tap and load the ISIR file to the correct Banner directory so that it can be processed by the programs that will load the data in the Financial Aid database.

- **FILECAT on PC (optional)**

Use the File Concatenation Process (FILECAT) to combine multiple ISIR files into one file for uploading to Banner.

- **Banner Data Load Process**

Run the Data Load process to load financial aid applicant records into Banner from external sources.

- **Create FAFSA/NSLDS Record**

An NSLDS record is created for each student for whom a record is received on the ISIR. In addition, a selected group of students can be selected using the NSLDS population selection option in the dataload process.

- **Create Revised ISIR Record**

In addition to the current EDE record, an ISIR record, which cannot be changed, is created in the database. The ISIR record is the official notification, delivered by EDE, to the school about students' Expected Family Contribution (EFC) and eligibility for Federal Aid.

- **Print Revised ISIR (optional)**

You can print valid ISIR records directly from Banner.

History and Transcripts

The History and Transcripts module maintains student financial aid records online for use in packaging, and audit functions. This module provides you with the following features:

- NSLDS Transfer Monitoring and FAH Requests– Applicant history of funds awarded at your institution.

Forms

The following forms are included within the History and Transcripts module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

NSLDS Transfer Monitoring Application	RNATMNT
Pre-Banner Award Summary	RHAPBAW
Fund Sequence History Inquiry	RHIAFSH
Applicant Comments	RHACOMM



Tip

Student Financial Aid history may also be viewed on the Student Loan Data System form (RNASLxx).

History and Transcripts Process Flow

- **Enter/Convert Pre-Banner Award Summary Data**

Historical data that exists in any pre-Banner Financial Aid that is needed for printing on financial aid transcripts should either be run through a conversion process, or entered manually online.

- **Enter Applicant Comments**

Free-form applicant comments are maintained in the History module.

- **Create NSLDS Transfer Monitoring and FAH Requests**

Financial Aid Common Functions

The Financial Aid Common Functions module maintains frequently used financial aid functions. This module provides you with the following features:

- Data Management – allows the entry of rules to control the loading of student and financial aid records into the database from external sources
- Common Function Controls – includes features such as: processing additional Pell Grants, establishing and maintaining financial aid record holds, displaying student summary information, creating and maintaining user-defined fields, displaying the management audit log, setting institutional options
- Form Call Sequencing – Allows the definition and execution of a series of functions in a predefined order

Forms

The following forms are included within the Financial Aid Common Functions module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

General Person Identification	SPAIDEN
Person Name/ID Search	ROAIDEN
FISAP Person Maintenance	ROAFSAP
Aid Year Inquiry	ROIADY
Group Inquiry	ROIGRPI
Data Log Inquiry	ROILOG
Logging Activity Inquiry	ROILOGA
Message Code Inquiry	ROIMESG
SAR ID Inquiry	ROISARI
Financial Aid Term Code Inquiry	ROITERM
Saved Output Review	GJIREVO
Financial Aid Record Maintenance	ROARMAN
Applicant Common Functions	*RESAPPLCT

Financial Aid Record Maintenance	ROARMAN
Applicant Status	ROASTAT
Applicant Pell Grant	ROAPELL
Applicant Non Year User-Defined Data	ROANYUD
Applicant User-Defined Data	ROAUSDF
Applicant Holds	ROAHOLD
Applicant Data Log Inquiry	ROIALOG
Applicant Data Log Application	ROAALOG
Applicant Immediate Process	ROAIMMP
Applicant Comments	RHACOMM
Applicant Summary	ROASMRY
Applicant Messages	ROAMESG
Applicant High School and Admission Data	ROAHSDT
Financial Aid Enrollment	ROAENRL
Applicant Status Inquiry	ROIASIQ
Applicant Mail	RUAMAIL
Financial Aid Common Functions Control	*RESCOMNCM
Global Institution Financial Aid Options	ROAINST
U.S. Specific Institution Financial Aid Options	ROAUSIO
Section Unavailable for Aid	ROASECT
Logging Control	ROALOGC
Miscellaneous Validation Rules Inquiry	ROIMVAL
Miscellaneous Parameters	RORMPRM
Data Log Rules	RORDATA
Supplemental Log Data Rules	RORDSUP
Message Rules	RORMESG

Batch Posting Rules	RORPOST
SAP Translation Rules	RORSTRF
Aid Period/Term Rules	RORTPRD
Aid Period Validation	RTVAPRD
Comment Category Code Validation	RTVCCOM
Hold Type Validation	RTVHOLD
ISIR Comment Code Validation	RTVICMT
Message Code Validation	RTVMESG
Batch Posting Type Indicator Validation	RTVPTYP
Rejection Code Validation	RTVRJCT
Satisfactory Academic Progress Validation	RTVSAPR
Non Year User-Defined Variables Description	RORNYVD
User-Defined Variables Description	RORUSER
E-Mail Letter Rules	RORELTR
E-Mail Letter Format Rules	RORELTF
E-Mail Letter Module Validation	RTVELTM
Data Management	*RESDATA
Financial Aid Suspended Records Maintenance	RCRSUSP
Data Source Rules	RCRDTSR
Interface Data Translation Rules	RCRTPTR
Name Translation Rules	GORNAME
Common Matching Rules	GORCMRL
Data Source Code Validation	RTVINGFC
Common Matching Source Code Validation	GTVCMSC
QuickFlow Sequence	*RESCOMNCA

QuickFlow	GUAQGFLW
QuickFlow Definitions	GUAQUIK
QuickFlow Code Validation	GTVQUIK

Common Functions Process Flow Narrative

Common Functions tables, forms, reports and batch processes are utilized by all other Financial Aid modules. Common Functions support other modules' processes, but don't clearly fit into any one other module.

Examples of Common Functions tables are the Applicant Status Table (RORSTAT), which is the base table in which applicant data is stored; the Regular Pell Grant Schedule Table (RORPELL), which contains a matrix of values used in Pell Grant award and disbursement calculations; and the Applicant Satisfactory Academic Progress Table (RORSAPR), which details applicants' academic progress.

Student System Shared Data

The Student System Shared Data module integrates Banner Student with Financial Aid. This option permits you to view information in the following modules:

- Recruiting
- Admissions
- Registration
- Housing
- Accounts Receivable
- Academic History

Forms

The following forms are included within the Student System Shared Data module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

Summary Academic History Inquiry	RSIHIST
Basic Student Information Inquiry	RSISTDN
Admissions Application Inquiry	RSIAPPL
Account Detail Review Inquiry	RSIAREV
Degrees and Other Formal Awards Inquiry	RSIDEGR
Housing Information Inquiry	RSIHOUS
Prior College Inquiry	RSIPCOL
High School Inquiry	RSIHSCH
Test Score Inquiry	RSITEST
Veteran Certification Inquiry	RSIVETN
Third Party Contract Inquiry	RSICONT
Billing Exemption Inquiry	RSIEXPT

Student System Shared Data Process Flow Narrative

Through the Student System Shared Data module, Banner Student data is shared with the Financial Aid system. This module consists of inquiry-only forms that contain information that the Financial Aid system requires for processing.

This data is available through these shared views, instead of through direct access in order to enable institutions that use Banner Financial Aid as a standalone product to access the data from their Student Systems.

Short-Term Credit

The Short-Term Credit module allows you to build history files on a student's short period loans.

Forms

The following forms are included within the Short-Term Credit module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

Short-Term Credit Detail	RPASTCD
Short-Term Account Maintenance	RPRSTAM
Short-Term Credit Inquiry	RPISTCI
Certification Initials Validation	RTVCINT
Repayment Source Validation	RTVRPSR

Short-Term Credit Process Flow Narrative

- **Short-Term Credit Account**

Short-Term Credit Accounts are established online, and include such data as budgeted loan amounts, amounts requested, approved and repaid, and account comments.

- **Short-Term Credit Request**

Short-Term Credit Requests are recorded by student ID, and include such data as amounts requested, approved and repaid, repayment source, and comments.

- **Determine Loan Eligibility**

After Short-Term Credit has been requested, the Financial Aid Office must determine whether the applicant is eligible for the loan.

- **Student Receives Short-Term Credit**

Once the Financial Aid Office has determined the eligibility of the applicant and the loan amount, this information is recorded online.

- **Student Repays Short-Term Credit**

Data is maintained regarding how and when the student repays the short-term loan.

Student Employment

The Student Employment module performs the referral, placement, hours submission, and tracking functions for student employees. This module provides you with the following features:

- Work Authorization - allows processing of the student's work location, employment dates, rate of pay, and authorized hours and earnings
- Departmental Time Reports - permits submission and monitoring of the student's hours worked

Forms

The following forms are included within the Student Employment module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Student Employment Default Rules	RJRSEDR
Payroll Load Control	RJRPAYL
Placement Rules	RJRPLRL
Placement Base Data	RJAPLBD
Job Title Base Data	RJRJOBT
Job Title Requirements	RJRJREQ
Referral Status Validation	RTVRFST
Employment Authorization Status Validation	RTVAUST

Student Employment Process Flow Narrative

- **Placement Rules**

Placement rules define the **Position**, **Allocation**, **Employee Class**, **Chart of Accounts code**, and **Organization code** with which a **Placement code** is associated.

- **Payroll Employee Class and Payroll Position**

The **Employee Class code** and **Position code** associated with a **Placement code** are either obtained from Banner Human Resources, or are free-format, unvalidated data elements.

- **Finance Chart of Accounts**

The **Chart of Accounts** code associated with a **Placement code** is either obtained from Banner Finance, or is a non-enterable data element.

- **Finance or Payroll Organization**

The organization code associated with a **Placement code** is either obtained from Banner Finance, Banner Human Resources, or is a free-format unvalidated data element.

- **Create Referrals**

Position referrals are created for each employed student by **Placement code**.

- **Create Employment Authorizations**

Student Employment Authorizations are created for each employed student by **Fund** and **Placement code**. The authorizations obtain data from multiple tables (see diagram) and update the Student Employment Work History table.

- **Employment Default Rules**

These rules are used in the creation of position referrals and contain starting and ending dates for **Authorizations** and **Payments**, **Pay Rate**, and **Authorization Status**.

- **Applicant Awards, Work History, and Payroll Earnings**

These data elements are used in the creation of position referrals.

- **Payroll Load Process**

This process updates Financial Aid student employment data with actual payroll earnings and produces the Payroll Load Result Report.

- **Payroll Load Rules**

These rules are used during the Payroll Load Process and identify the payroll(s) that should be interfaced to the Financial Aid student employment module.

- **Payroll Calendar Rules and Payroll Base History**

These rules are used to create the Payroll Load rules. The Calendar rules define beginning and ending **Pay Dates** and **Check Date**, and valid combinations of **Payroll Year**, **Payroll ID**, and **Payroll Number**. The Base History table defines the **Payroll Disposition** indicator.

Loan Processing

This module enables you to process Direct Loans, CommonLine Loans, and Manual Loans.

Banner Financial Aid clients who process Pell, ACG, SMART, and TEACH grants, and Direct Loans must process the files as Common Origination and Disbursement (COD). Refer to the *Banner Financial Aid COD Handbook* for information on the entire COD Process.

Refer to the *Banner Financial Aid Electronic Loan Handbook* for complete information on CommonLine Loan processing.

Forms

The following forms are included within the Loan Processing module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Direct Loan Processing

Direct Loan Origination	RPALORG
Batch Control	RPIBATC
COD Document Control	REICODD
Direct Loan Corrections	RPADLCR
Promissory Note	RPAPROM
Loan Electronic Counseling Status	RPILECS
Direct Loan Cash Drawdown	RPACASH
Direct Loan Account Summary	RPIDLAS
COD State Codes Rules	RTVCDST
COD Nation Codes Rules	RTVCDNT
Loan Parent Inquiry	RPILPAR

Electronic Loan Processing

Electronic Loan Application	RPAELAP
Student Lender History Data	RPASLND

Loan Disbursement	RPALDSB
Change Transaction Record Request	RPACTRR
Electronic Payment Receipt	RPAEPMT
Electronic Loan Disbursement	RPAELDB
Loan Parent Inquiry	RPILPAR
Batch Control	RPIBATC
Loan Electronic Counseling Status	RPILECS
Manual Loan Processing	
Loan Application	RPALAPP
Loan Disbursement	RPALDSB
Loan Parent Inquiry	RPILPAR
Loan Control	
Loan Period Base Data	RPRLPRD
Lender Base Data	RPRLNDR
Lenders/Disbursing Agents Rules	RPRLNDA
Loan Options	RPRLOPT
Class Code Translation	RPRCLSS
Federal Rules Inquiry	RPIFEDR
Loan Status Validation	RTVLNST
Certification Initials Validation	RTVCINT
COD State Code Rules	RTVCDST
COD Nation Codes Rules	RTVCDNT

Manual Loan Process

- **Student Returns Completed Application**

- **Determine Award Amount**

The loan amount is determined based on need.

- **Create/Update Loan Information**

The loan information is created and maintained on the Loan Application form (RPALAPP). This form is used to create a loan application, review eligibility and admissions data, establish references for the applicant, view the application information, modify the loan term and disbursement schedules, and certify the loan.

- **Manually Record Check**

When received from the lender, the loan check is manually recorded and a summary of all loan activity for the student is reviewed using the Loan Disbursement form (RPALDSB).

- **Generate Memos, Authorizations, Payment Records**

Run the Disbursement Process (RPEDISB) to generate memos, authorizations, and payment records pertaining to amount of deferred financial aid available, amount of financial aid available to be disbursed, and the schedule for disbursement.

Return of Title IV Funds

The Return of Title IV Funds module assists you in complying with the Title IV regulations for federal financial aid. The Title IV module the Accounts Receivable, Student, and Financial Aid products and enable you to do the following.

- Identify Title IV institutional change, such as aid year, and manual refund detail codes.
- Record authorizations from students to authorize the use of Title IV aid to pay off non-allowable charges, prior year minor institutional charges, and/or hold excess Title IV aid for future use.
- Allow application of payments to pay off only allowable charges, or to pay off all charges based on user authorization. You can also choose to apply payments so that they will only pay off charges for terms within an aid year, with parameter to control future terms within the aid year.
- Identify original charges as required for the return calculation.
- Define break periods within the period of enrollment.
- Identify Title IV recipients who have fully withdrawn, or are no longer in attendance.

- Determine the enrollment period and the point in the period that enrollment terminated.
- Determine a student's institutional charges, Title IV aid, and percentage of enrollment period completed in order to calculate the Title IV repayment.
- Determine the amount of Title IV aid that should be returned to the Title IV programs by the institution and/or student, or post-withdrawal disbursed to the student.
- Refund Title IV credits.

Forms

The following forms are included within the Return of Title IV Funds module. For more information about a specific form, select **Help > Online Help** from that form in Banner.

Return of Title IV Funds Calculation	RPATIVC
Return of Title IV Funds Calculation Inquiry	RPITIVC

Return of Title IV Funds Process Flow

- **Run the Title IV Recipients Withdrawn Process.**

Determine students who have withdrawal records by running the Title IV Recipients Withdrawn Process (RPRTIVR).

- **Calculate the Title IV fund amount to be returned to students.**
 - Batch Process: Calculate the Title IV fund amount to be returned to students by running the Title IV Fund Returns Calculation Process (RPRTIVC).
 - Online Process: Calculate the Title IV fund amount to be returned to an individual student by using the Return of Title IV Funds Calculation form (RPATIVC).

Both the batch and online process use a *Simulation* and *Calculate and Save* mode. Use the *Simulation* mode to review the results. Use the *Calculate and Save* mode to create a Return of Title IV Funds record.

- **(Optional) Review calculations for all students by running Return of Title IV Funds With Process (RPRTIVI)**
- **(Optional) Review individual student records using the Return of Title IV Funds Calculation Inquiry form (RPITIVC).**
- **Update the student's award based on the results of the Return of Title IV Calculation.**

- **Run the Disbursement Process to update the paid amounts for affected funds.**
- **The business office returns the money to the appropriate Title IV funds.**

Financial Aid Self-Service

This module functions with the Financial Aid Self-Service product. The Web Processing rules tab on the ROAINST form provides you with several options for the type of information you can display in Self-Service. The Award for Aid Year page in Self-Service provides several tabs with information that may be displayed; options are provided through the Web Processing rules for displaying these tabs as well as the data that is displayed.

You have the ability to display text (including variables) to pull applicant specific data based on rules using the Web Text validation, rules, and tab forms in Banner. The text may be defined to display on specific tabs on the Award for Aid year in Self-Service.

You also have the ability to require an applicant to complete Terms and Conditions prior to the acceptance of awards. You establish a tracking requirement which is satisfied when the Terms and Conditions are accepted. You may also create questions and define answers for the applicant to complete and can also stipulate that a specific answer will stop the applicant from moving forward with the electronic award process and accepting/declining awards in Self-Service.

You can print an Award letter using the Award information in Self-Service. Additionally, you may also choose the option to print the Terms and Conditions along with the award.

The ROREMAL process provides you the capability of sending an e-mail using a population selection so you may provide a notice that awards are ready to review or changes to awards have been made.

You can also inactivate lenders who are no longer participating in the FFEL program. You have the ability to select a lender for display in Self-Service. You can use a form to store the lenders for a student by program (Stafford, Parent PLUS, Graduate PLUS). You may provide the ability for an applicant to select a lender if one does not exist for the applicant in Self-Service; the information submitted can be used by the Electronic loan application process (RPRELAP).

Historical retention of Award Letters: If you have licensed the Banner Document Management System, the capability exists using the AX Report Management option to have the Award Letters produced through Letter Generation or merged into Word processed and visible from the Financial Aid Award forms similar to viewing Requirement documents scanned and visible on Requirements Tracking. Contact your account representative for additional information on the AX Report Management solution.

Forms

The following forms are included within the Financial Aid Self-Service module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Web Applicant Reported Information	RPAINFO
Award Maintenance	RPAAWRD
Package Maintenance	RPAAPMT
Financial Aid Record Maintenance	ROARMAN
Applicant Requirements	RRAAREQ
Resource Maintenance	RPAARSC
Student Lender History Data	RPASLND
Financial Aid Self-Service Control	
Global Institution Financial Aid Options	ROAINST
Fund Management	RFRMGMT
Funds Management	ROAMGMT
Fund Base Data	RFRBASE
Third Party Contract Rules	RPRCONT
Exemption Rules	RPREXPT
Message Rules	RORMESG
Lender Base Data	RPRLNDR
Web Question and Answer Rules	RORWBQA
Web Tab Rules	RORWTAB
Web Text Rules	RORWTXT
Web Variable	RORWVAR
Resource Code Validation	RTVARSC
Award Status Validation	RTVAWST
E-Mail Letter Module Validation	RTVELTM

Hold Type Validation	RTVHOLD
Message Code Validation	RTVMESG
Packaging Group Validation	RTVPGRP
Requirements Tracking Validation	RTVTREQ
Web Question Validation	RTVWEBQ
Web Text Rule Code Validation	RTVWTXT
Web Variable Validation	RTVWVAR



2 Processing



This section discusses topics and procedures of interest in Financial Aid processing.

Concepts discussed in this chapter include:

- Data Load Procedures
- EDE Procedures
- CSS PROFILE Procedures
- Requirements Tracking Procedures
- Budget Procedures
- Satisfactory Academic Progress (SAP) Procedures
- Funds Management Procedures
- Packaging and Disbursement Procedures

Data Load Procedures

This section discusses the steps you must follow to run the Data Load process.

Understanding Data Load

The Data Load process loads financial aid applicant records into Banner Financial Aid from external sources via electronic media. This information is stored in temporary Oracle tables (loaded by the RCBCTxx or RCBTPxx processes), which are then used by the RCPMTCH (Financial Aid Matching Process) and RCRTTPxx (database load process) programs to complete the Data Load process.

The *xx* in the last two positions of the program name indicates the aid year for which the program is designed. The RCBTP09 program, for example, is written specifically for the 2008 - 2009 financial aid year. These programs are year-specific because financial aid application record formats change annually. The names of the underlying financial aid tables are *not* year-specific, however; columns are merely added to these tables as necessary on a year-to-year basis.

Data Load is divided into three mandatory steps:

1. Loading Data into Temporary Tables (through RCBCTxx or RCBTPxx)
2. Performing Match Process (RCPMTCH)
3. Loading Data into Production Database (RCRTPxx)

EDE ISIR Data Load Process Flow

1. Set Up Rule and Validation forms (Annually)

Enter requirement codes and statuses on the Data Source Code Validation form (RTVINFC) for the EDE source to allow Banner to post documents indicating that a federal application has been received. Use the Interface Data Translation Rules form (RCRTPTR) to convert codes on incoming federal application records to valid Banner values if your school will load all application records. Enter values and rules on Banner General Common Matching forms used for matching incoming application records to existing person records in Banner. Establish the matching source and parameter set on Data Source Rules form (RCRDTSR) for the aid year and data source used for the processing of individual records from the Financial Aid Suspended Record Maintenance form (RCRSUSP). Set fields on the Institution Financial Aid Options form (ROAINST) that control the dataload process or that act as default values during the load.

2. Prepare Incoming files for Data Load

Use the File Concatenation Process (FILECAT) to combine multiple EDE files downloaded via the EdConnect software into one file for uploading to Banner.

Note

You cannot use the FILECAT process with files in XML format. ■

Rename the file to the default name that is recognized by Banner processes.

3. Load Records to Temporary Tables (RCBTPxx)

The RCBTPxx process loads incoming EDE ISIR files to a set of temporary tables. The temporary tables accommodate files for more than one aid year and for more than one data source.

4. Match Incoming Records to Existing Banner Records (RCPMTCH)

The RCPMTCH process uses the matching rules established on the Banner General Common Matching forms to compare incoming EDE records to existing General Person records in the production database. The process identifies *New* records, those that have an existing *Match*, and those that have potential matches or matching errors. During this process, you may place unmatched *New* records in a *Hold* status to prevent

them from loading to the production tables until a matching General Person record exists in Banner.

5. Load Records to Production Database (RCRTPxx)

This step loads *New* and *Matched* status records from temporary tables to production tables and deletes corresponding records from temporary tables. You may run RCRTPxx in batch, or initiate the load for individual records as the records are matched, on the Suspended Records Maintenance form (RCRSUSP) (See Step 7).

6. Resolve Records on the Suspended Records Maintenance form (RCRSUSP)

Review each *Suspended*, *Duplicate*, and *Error* record on the RCRSUSP form. Initiate Common Matching rules to determine whether the record is *New* or *Matched* or if potential matches exist. You may access selected Banner Student processing forms to assist in suspense resolution. If a match is determined, use the *Select ID* button in the Data Load Record Block to update the **ID** and determine the match status. Select the *Load* button to load individual *New* and *Match* records to the production tables via the RCRTPxx process. If applicable, use the online **Delete Record** feature on RCRSUSP to remove individual records from the temporary tables.

7. Load Records to Production Database (RCRTPxx)

You must run RCRTPxx again if you did not load files individually after identifying them as *Matched* or *New* on the RCRSUSP form. This loads the files you marked from temporary tables to production tables and deletes the corresponding records from temporary tables. This process is run as described in step 5 above.

 **Note**

It is important to run steps 4, 5, 6, and 7 as close together as possible. This decreases the chance of someone adding new students online, which would make the *New* status, as determined by RCPMTCH, incorrect. If the record is a duplicate, change only one entry to avoid Oracle errors in RCRTPxx. ■

8. Delete Temporary Suspense Tables (RCRDTMP) (optional)

Use RCPDTMP to delete files from the temporary database tables at the end of a completed aid year if you used the option to assign a status of *Hold* to records that did not have a matching record in the production database. In addition, you can delete temporary files individually during daily processing from the RCRSUSP form (see Step 5). You may use the *Delete Temporary Records* option for immediate deletion, or set the **Delete Record** indicator on RCRSUSP and run the RCPDTMP process to batch delete the selected records.

CSS PROFILE Data Load Process Flow

1. Set Up Rule and Validation forms (Annually)

Enter requirement codes and statuses on the Data Source Code Validation form (RTVINFC) for the CSS source to allow Banner to post documents indicating that a CSS PROFILE application has been received. Use the Interface Data Translation Rules form (RCRTPTR) to convert codes on incoming applications to valid Banner values if your school decides to load all incoming application records. Enter values and rules on Banner General Common Matching forms used for matching incoming application records to existing person records in Banner. Establish the matching source and parameter set on the Data Source Rules form (RCRDTSR) for the aid year and data source used for the processing of individual records from the Financial Aid Suspended Record Maintenance form (RCRSUSP). Set fields on the Institution Financial Aid Options form (ROAINST) that control the data load process or that act as default values during the data load.

2. Combine Multiple CSS Files Using FILECAT (optional)

Use the File Concatenation Process (FILECAT) to combine multiple CSS files downloaded from CSS into one file for uploading to Banner.

Note

You cannot use the FILECAT process with files in XML format. ■

Rename the file to the default name that is recognized by Banner processes.

3. Load Records to Temporary Tables (RCBCTxx)

The RCBCTxx process loads incoming CSS PROFILE files to a set of temporary tables. The temporary tables accommodate files for more than one aid year and for more than one data source.

4. Match Incoming Records to Existing Banner Records (RCPMTCH)

The RCPMTCH process uses the matching rules established on the Banner General Common Matching forms to compare incoming CSS PROFILE records to existing General Person records in the production database. The process identifies *New* records, those that have an existing *Match*, and those that have potential matches or matching errors. During this process, you may place unmatched *New* records in a *Hold* status to prevent them from loading to the production tables until a matching General Person record exists in Banner.

5. Load Records to Production Database (RCRTPxx)

This step loads *New* and *Matched* status records from temporary tables to production tables and deletes corresponding records from temporary tables. You may run RCRTPxx in batch, or initiate the load for individual records as the records are matched, on the Suspended Records Maintenance form (RCRSUSP) (see Step 7).

6. Resolve Records on the Suspended Records Maintenance form (RCRSUSP)

Review each *Suspended*, *Duplicate*, and *Error* record on the RCRSUSP form. Initiate Common Matching rules to determine whether the record is *New* or *Matched* or if potential matches exist. You may access selected Banner Student processing forms to assist in suspense resolution. If a match is determined, use the *Select ID* button in the Data Load Record Block to update the **ID** and determine the match status. Select the *Load* button to load individual *New* and *Match* records to the production tables via the RCRTPx process. If applicable, use the online **Delete Record** feature on RCRSUSP to remove individual records from the temporary tables.

7. Load Records to Production Database using RCRTPx

You must run RCRTPx again if you did not load files individually after identifying them as *Matched* or *New* on the RCRSUSP form. This loads the files you marked from temporary tables to production tables and deletes the corresponding records from temporary tables. This process is run as described in step 5 above.

 **Note**

It is important to run steps 4, 5, 6, and 7 as close together as possible. This decreases the chance of someone adding new students online, which would make the *New* status, as determined by RCPMTCH, incorrect. If the record is a duplicate, change only one entry to avoid Oracle errors in RCRTPx. ■

8. Delete Temporary Suspense Tables (RCRDTMP) (optional)

Use RCPDTMP to delete files from the temporary database tables at the end of a completed aid year if you used the option to assign a status of *Hold* to records that did not have a matching record in the production database. In addition, you can delete temporary files individually during daily processing from the RCRSUSP form (see Step 5). You may use the *Delete Temporary Records* option for immediate deletion, or set the **Delete Record** indicator on RCRSUSP and run the RCPDTMP process to batch delete the selected records.

Setting Up Rule and Validation forms for Data Load

Step 1 Build the Interface Data Code Validation form (RTVINFC)

The Interface Data Block is not aid year-specific. Select the **Source Code** (such as EDE or CSS) and enter a tracking requirement code in the **Code Requirements** field. Banner uses this value to update the student's tracking requirement record when the first application record for that source is loaded into Banner. You can enter a second requirement (such as an institutional application) in the **Supplemental Requirements** field. Enter the tracking requirement status that you want to post with the tracking requirement in the **Status Requirements** field.

You must populate the **Recruiting Source** and **Contact Type** fields. This data is required for Part 3 of Data Load (RCRTPxx) to complete successfully, even though you may not create recruiting records. If you create recruiting records with RCRTPxx, the Recruit Prospect form (SRARECR) is populated.

The Aid Year Specific Rules Block is optional. If your tracking requirement is different each year, you may enter an **Aid Year Code** for each year and source combination you want to define. Associate an aid-year-specific tracking requirement with each entry. If you choose to enter aid-year specific requirements, the tracking entries on the Interface Data Block are ignored.

Step 2 Build the Interface Data Translation Rules form (RCRTPTR).

This form allows you to convert specified data values in the temporary tables to institutional values during Data Load. The four tables that are recognized by Banner are MRTL (Marital), MAJR (Major), SBGI (prior schools attended), and CITZ (Citizenship). Data Load processing requires MRTL, MAJR, and SBGI **Table Name**, **Data Value**, and **Converted Code** field entries. CITZ is an optional entry. The form is completed for each application Source Code (EDE, CSS) in use at your school.

Data Value is the value for the field that comes in from the Data Load file. The **Converted Code** field contains the desired value you want the incoming data to be when posted to Banner. The **Converted Code** must match values already defined in a corresponding Banner validation table. Description automatically populates when you enter the converted code.

When the incoming data field contains a blank value, enter an asterisk (*) in the **Data Value** field with its associated **Converted Code** value. If a data value exists, but is not listed in the corresponding validation form, or if you choose to convert all data to one value, you must enter the word *Default* in the **Data Value** field for its associated **Converted Code** value.

When building this form, there must be a minimum of two entries for each MAJR, and SBGI. These two values are an asterisk (*) and the word *Default* in the **Data Value** field. Even though students do not provide data for major or prior schools attended on the FAFSA, or the CSS PROFILE, Banner Data Load still requires at least the default and (*) entries for the MAJR and SBGI tables. A *Default* entry is not required for the MRTL or CITZ tables.

Sample EDE record data values are as follows.

Table Name	Data Value	Converted Value
MAJR	*	Value for undeclared major - STVMAJR
MAJR	DEFAULT	Value for undeclared major - STVMAJR

Table Name	Data Value	Converted Value
MRTL	*	Value for single - STVMRTL
MRTL	1	Value for single - STVMRTL
MRTL	2	Value for married - STVMRTL
MRTL	3	Value for single or separated - STVMRTL
SBGI	*	Institution's School Code - STVSBGI
SBGI	<i>DEFAULT</i>	Institution's School Code - STVSBGI
CITZ	*	Value for U.S. Citizen – STVCITZ
CITZ	1	Value for U.S. Citizen - STVCITZ
CITZ	2	Value for U.S. Citizen - STVCITZ
CITZ	3	Value for Non-Citizen - STVCITZ

Step 3 Build the Institution Financial Aid Options form (ROAINST).

Codes in various fields on this form serve as global controls for the dataload process, or are used as defaults, as application records are loaded. You must define the following fields in this step: **Start Date and Year**, **End Date and Year**, **Primary Application Source**, **Application Received Date Indicator**, **Tracking Established Status**, **Source for Application Received Date** (if you load both EDE ISIR and CSS Profile records) **Default Aid Period**, **Current Term Code**, **Initial SAP Code**, **Update Transaction Number and EFC**, **Use EFC Proration**, and the **Application Source Codes** on the Defaults window (if you load CSS Profile records).

Step 4 Build the User Defined Variables Description form (RORUSER).

Note

This step is optional and is for CSS PROFILE only. ■

If you contract with CSS for students to complete optional questions on the PROFILE application, you may load up to 30 responses to User Defined fields for the student. Select a range of fields on the RORUSER form. Enter the CSS Profile question number and a description for each question that students will complete. Once the data is loaded, you can view the results on the Applicant User Defined Data form (ROAUSDF).

Step 5 Define the Common Matching Source Code Validation form (GTVCMSC)

Enter a **Matching Source** code (name) and a **Description** on the Common Matching Source Code Validation form (GTVCMSC) for the set of rules that you want to use when

matching the records for an application data source during Data Load, Part 2 (RCPMTCH) and during online matching when resolving suspended records. You may define a common matching source code for each data source (EDE, CSS), or you may choose to define one common matching source code for all data sources. Each data source code can have multiple rules that determine if the record already exists in the database.

Step 6 Build the Common Matching Source Rules form (GORCMSC)

Set up default information for a **Matching Source** code on the Common Matching Source Rules form (GORCMSC).

Select the *Person* value for the **Match Type** field to match against person records in Banner.

Specify forms in the Option Display Rules Block to which the user can navigate using the Details button on the Common Matching Entry form (GOAMTCH) in order to see more detailed information about possible matched records.

Note

The **Use for Online Common Matching**, **Default Address Type**, **Default Telephone Type**, and **Default E-mail Type** fields on the GORCMSC form are applicable to a Common Matching Source Code that will be used for creating records on the various %IDEN forms such as SPAIDEN; they are NOT applicable to a Common Matching Source Code that will be used to match records from the RCRSUSP form after a Financial Aid Data Load. If you elect to create person records for new applicants or to update existing person records during Data Load, Banner will use only the Address, Telephone, and E-mail types defined in the parameters of Data Load Part 1 (RCBTPxx or RCBCTxx). ■

Step 7 Build the Common Matching Rules form (GORCMRL)

Create rules for your Common Matching Source Codes on the Common Matching Rules form (GORCMRL) and give each rule a priority. Banner accesses your rules in priority order. If the *Priority 1* rule finds a match, or finds no potential matches, the record is matched or new respectively and processing stops. If the *Priority 1* rule finds potential matches, the procedure goes to the next priority and executes the rule to attempt to find matched records. For this reason, the *Priority 1* rule should have the most restrictive criteria.

Select the *Create Required Rules* button to use default data elements (elements marked as required for matching by checking the **Required Element** field on the Common Matching Data Dictionary form (GORCMDD)). The GORCMDD form is populated and delivered by SunGard Higher Education. The only data element delivered as a required element is SPRIDEN_SEARCH_LAST_NAME.

Select additional data elements to use in matching by using the **Column** List of Values from the GORCMDD data element listing that will make up each rule.

In the **Length** field, indicate the number of characters to compare during the matching process (for fields not defined as a code in Banner). If the **Allow Negative Length** field is checked for a selected data element on the Common Matching Data Dictionary form (GORCMDD), you may enter a negative number for comparison. For example, enter *10* to read the first ten characters of the Last Name; enter *-4* to read the last four characters of the Social Security Number.

The algorithm that controls Common Matching uses a combination of primary and secondary matches (see the complete algorithm in the *Additional Data Load Topics* section below). SunGard Higher Education suggests you use the Social Security Number along with other criteria, such as birth day and an item from the address, in your rules to achieve optimum matches. Also, you should test your choice of Match on Null Data option. A simple rule that uses only *Last Name* – Match on Null Data = *No* (Required Element for the rule) and *SSN* – Match on Null Data = *Yes* could find an incorrect student. The primary match on *Last Name* would find the student, and *SSN* would be considered a match if the SSN is null in Banner but not null in the incoming data load record.

This form allows you to copy previously created rules in the Copy Rules To window. You also may add specific matching procedures for matching components that are not within Banner General tables (i.e., matching on high school data for Banner Student) in the Matching Procedures window.

Step 8 Build the Name Translation Rules form (GORNAME) — Optional

Use the GORNAME form to build common translations between the first and middle names you receive in Data Load files and the first and middle names stored in the Banner General Person record (SPRIDEN). The RCPMTCH routine uses entries on this form to assist in the matching of the first and middles names on records in the temporary tables. If the normal match routine comes up with a first name mismatch, the process goes to the GORNAME rules to attempt a match. If there is an exact match between the primary columns on this form, the match exists and this record passes the first name match requirement. If there is no record present on this form that exactly matches the first name in the temporary tables, there is no match and the record fails the first name match. The listing also is used when the Common Matching process is started from the RCRSUSP form.

Some first name translations are delivered with Banner. You may enter additional translations. See the examples below.

Bob	Robert
Harold	Hal
Rebecca	Becky

Note

The translations work both ways. You do not need to create one record associating, for example, William with Will and a second record associating Will with William. One record with the combination will suffice. ■

Step 9 Create a Parameter Set for Online Data Load Part 3 (RCRTPxx)

Note

If you are processing both EDE and CSS records, you must define a parameter set for each data source. ■

Build a default parameter set for each application data source (EDE, CSS) to control Data Load Part 3 (RCRTPxx) when you run the process online from the Financial Aid Suspended Records Maintenance form (RCRSUSP).

On the Job Parameter Set Rule form (GJRJPRM), enter *RCRTPxx* in the **Process** field. Define a parameter set name that includes the application data source name (i.e., 0506_EDE_RCRTPxx, 0506_CSS_RCRTPxx) in the **Parameter Set** field and enter a Description.

Access the Default Parameter Value Validation form (GJAPDFT). Enter RCRTPxx in the **Process** field and the saved parameter set name created on the Job Parameter Set Rules form (GJRJPRM) in the **Parameter** field. Create user-defined values appropriate for the data source for all required parameters. After the annual parameter set is created for a data source, each user who has permission to load records to Banner from RCRSUSP must copy the parameter set to his/her own user name. Use the copy feature on the GJAPDFT form for this purpose. Banner validates the User ID, parameter set name, and job when RCRTPxx is run from RCRSUSP.

Step 10 Build the Data Source Rules form (RCRDTSR)

Use this form to establish the **Common Matching Source Code** and RCRTPxx parameter set to use when you process records from the Financial Aid Suspended Record Maintenance form (RCRSUSP). You need to create an entry for each application **Source Code** (EDE, CSS) at your school. Enter the **Aid Year**, application **Source Code** (EDE or CSS), **Common Matching Source Code**, and the saved **Parameter Set** name for Data Load Part 3 (RCRTPxx). You may use the same **Common Matching Source Code** rule set for each entry, but you must have separate parameter sets saved if your schools loads both EDE and CSS records.

Preparing the Data to Load into Banner

Incoming application files from all sources must be loaded to the `$DATA_HOME/finaid` directory for Unix or `DATA$HOME` for VMS, or `BANNER_FINAID_DATA_HOME` for NT. The incoming file must be renamed to match what the processes are expecting. This step must be completed every time there is a new input file to load to Banner.

Input names for the RCBTPxx (EDE ISIR) and RCBCTxx (CSS PROFILE) processes are shown below. The *xxyy* in each filename represents the aid year for which the load is performed.

Default File Names

For Financial Aid EDE Data Load, Part 1 (RCBTPxx), the default filename is:

Input File	Filename
EDE ISIR	xxyyesar.tap

For Financial Aid CSS DataLoad, Part 1 (RCBCTxx), the default filename is:

Input File	Filename
CSS PROFILE	xxyycssd.tap

Once you complete Data Load, you may want to save the input file under some other name and archive it. This way, the next time a file is loaded, it will not overwrite your previous input file.

File Concatenation Process (FILECAT)

You can use the File Concatenation Process (FILECAT) for Data Load files. You can view the complete list of files that you concatenate with this process in the *Reports and Processes Chapter*. You cannot use FILECAT with XML formatted files.

FILECAT combines multiple ISIR files downloaded via the federal software into one file (per processing year) for uploading to the Banner environment. The following is an overview of the installation and usage of FILECAT.

Copy the file `filecat.exe` from the `filecat` directory of the release CD to the directory where files downloaded via the federal software reside. This may be any directory you choose.



Warning

Do not rename the files that are downloaded via the federal software. ■

Start the program by typing *filecat* at the DOS prompt in the directory where you installed the utility. Enter the names of the ISIR files you want to add to the *xxxxESAR.tap* (for example, where *xxxx* = *0809*) file to be uploaded to Banner. You may process as many ISIR files as you wish. Filecat syntax is:

```
filecat -i file1 [file2...fileN] [-e ext] [-o outfile] [-v] [-a]
```

where:

- -i list of input files (wildcards are allowed)
- -e extension of file to be output first
- -o output file name (default is *filecat.out*)
- -v enable verbose output mode
- -a append rows to output file instead of overwriting

You can type *filecat* without parameters to get detailed instructions for its use.



Warning

When using the -i parameter, the list of files to concatenate should be separated by a space, not a comma.

If you double click the file from Windows Explorer or *Run* it from the windows Start Menu, the text displays too briefly for it to be read. If the program is *not* run from within a DOS window, you will not see the output messages generated by the program.

If you run the program from the Windows Start Menu and include command line parameters, it will probably run successfully. However, you will not see any output messages, so you will not know if the run was successful. ■

FILECAT permits any input filenames (including the * wildcard -- for example, *Sara**). You can create any output filename, though the output filename defaults to *filecat.out* if not specified. Use the -a parameter to append new files to an existing file; otherwise, it creates or overwrites the specified output filename.

If you use the -a parameter and the output file does not already exist, you receive an appropriate error message. The process determines the record length of the output file from the first input file it encounters, matching the input filename mask. If subsequent files have a different record length, it displays an error message and quits.

For example, if you specify *filecat -i 0001** as the input file(s), and *0001cssd.dat* and *0001esar.dat* both exist in the directory, an error message displays when you hit the *0001esar.dat* file because its length differs from *0001cssd.dat*. Conversely, if you use *filecat -i 0000e** and *0001esar.dat*, *0001esar.001*, *0001esar.002*, *0001esar.003* all exist in the directory, all four files concatenate into the output file.

Each time you run the process, a new subdirectory is created and all processed files are moved into it. This prevents you from accidentally reloading the same file. The format of the subdirectory name is `\processed_cyymddhh24miss`. The output file remains in the original `tapedata` directory.

For example:

1. filecat -i 0001esar*

Since the `-o` filename was not specified, it defaulted to `filecat.out` file. It moved processed files to `processed_19991220103501`.

2. filecat -i ytdo01op.* -o filecat.out -a

Appended to current data in *filecat.out*.

3. filecat -i ytdo01op.* -a

Appended to current default file (`filecat.out`). If the data should be appended to another file, you will need to specify with the `-o` filename.

4. filecat -i 0001cssd* -o csstape.tap

This creates a new output file of `001cssd.tap`.

5. filecat -i ytdo010p* -o filecat.out.

This overwrites the existing data in `filecat.out` file.



Warning

You must exercise care in determining which ISIR files are to be added to the output file (`filecat.out`) `xxxxESAR.tap`. Be sure that only files that have *not* been previously uploaded to Banner are added to the file. ■

After the `xxxxESAR.tap` file is created, transfer this file to your Data Load directory in Banner by using an option in your transfer utility (for example, FTP) that will not change the original file structure.

Running the Data Load Process

This section covers each step of the dataload process. It includes explanations of process parameters and a discussion of each operation.

Step 1 Run the Financial Aid EDE Data Load Part 1 Process (RCBTPxx).

The Financial Aid EDE Data Load Part 1 (RCBTPxx) process for Federal data (EDE) records and the Financial Aid CSS Data Load Part 1 (RCBCTxx) process for CSS Profile data records load incoming files to temporary tables. These temporary tables, which are

duplicates of the Oracle tables where the production data is stored, contain fields that convert data from the flat-file format to the Oracle format when discrepancies exist.

For example, a temporary person file name is *ROTPERS*, while the actual table name is *SPBPERS*. The temporary table contains the exact fields of the actual table plus fields that are needed to convert the birth date to the proper format.

The data in some of these temporary tables is then compared against the data in the production database to ensure that the information can be loaded to the correct person if they already exist in the database, or to create a new person if the student does not yet have a record at the institution. This is Step 2, Performing the Match Process.

 **Note**

A listing of the temporary tables is included in the Additional Data Load Topics section below. ■

The RCBTPxx parameters are:

Parameter	Value
01 Aid Year Code	Appropriate Aid Year Code for RCBTPxx version
02 Data Source Code	EDE only
03 Data Delivery Method	<i>E Electronic or Diskette only</i>
04 Generated ID/ Use SSN Indicator	<i>G Generated ID</i> <i>S Use SSN as ID (Default)</i>
05 Recalculate Need Indicator	<i>Y Recalculate Need (Default)</i> <i>N Don't Recalculate Need</i>
06 Address Type Code	Valid Address Type Code as listed on the STVATYP form
07 Telephone Type Code	Valid Telephone Type Code as listed on the STVTELE form
08 Starting Record Number	Record number for the restart process (Default = 0)
09 Email Address Type Code	Email Type Code as listed on the GTVEMAL form

Explanations of selected RCBTPxx parameters follow:

04	Generated ID/ Use SSN Indicator	<i>G</i>	<i>Generated ID</i>
		<i>S</i>	<i>Use SSN as ID (Default)</i>

The *Generate ID/Use SSN Indicator* enables Banner to generate an ID for a new person, or use the SSN (social security number) as the ID. When this parameter is set to *S*, the Student ID will be created using SSN; when this value is *G*, the RCBTPxx process will assign a temporary generated ID to each record loaded to the temporary tables. The temporary ID becomes permanent for students loaded as *New*. The temporary ID is replaced with the generated ID in the Banner database if a match is achieved with an existing record.

05	Recalculate Need Indicator	<i>Y</i>	<i>Recalculate Need (Default)</i>
		<i>N</i>	<i>Don't Recalculate Need</i>

When this parameter is set to *Y*, all applicant records will be created with their *Recalculate Need Indicator* set to *Y*, indicating that need will be recalculated the next time you run the batch Need Analysis process after the records have been loaded.

Note

If a school chooses to set the Parameter 05 *Recalculate Need Indicator* to *N*, the federal student Need Analysis record will reflect the information imported on the ISIR with no changes. Schools that load federal ISIR and CSS Profile records should set Parameter 05 to *Y* to flag the records for a Needs Analysis calculation. This will produce a Need Analysis Report with both the ISIR and PROFILE information listed for each student. (Review set up of INAS Global Policy Options.) Schools that choose to run the Needs Analysis calculation in batch should review CSS INAS documentation carefully to understand differences in assumptions when a recalculation is done. ■

To run the RCBTPxx process, access the Process Parameter Entry form (GJAPCTL) and enter the required parameters. You can proceed in one of two ways:

1. Select the **Submit** radio button in the Submission Block and select the Save button to submit the job, or
2. Select the **Hold** radio button in the Submission Block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing.

 **Note**

As a general rule, you should confirm that each Data Load process is complete before running the next process. ■

 **Note**

When inserting the name into the temporary table (ROTIDEN), the following prefixes and suffixes are removed to assist with the matching process. ■

- Specific prefixes are: Dr., Dr, Mr., Mr, Miss, Ms., Ms, Mrs., Mrs, Prof., Prof.
- Specific suffixes are: Jr., Jr, Sr., Sr, III, IV, Ph.D, PhD, CPA, MD, RN, Esq., Esq, DVM.

Step 2 Run Financial Aid CSS Data Load Part 1 (RCBCTxx)

The Financial Aid CSS Data Load Part 1 (RCBCTxx) process takes incoming CSS PROFILE data and loads it to the temporary tables. This data is then available for use by the remaining steps of the Data Load process.

RCBCTxx parameters (CSS PROFILE data only) include:

Parameter		Value
01	Aid Year Code	Appropriate Aid Year Code for RCBCTxx version
02	Data Source for CSS	CSS only
03	Data Delivery Method	<i>D Electronic or Diskette only</i>
04	Generated ID/ Use SSN Indicator	<i>G Generated ID</i>
		<i>S Use SSN as ID (Default)</i>
05	Recalculate Need Indicator	<i>Y Recalculate Need (Default)</i>
		<i>N Don't Recalculate Need</i>

Parameter	Value
06 Address Type Code	Valid Address Type Code as listed on the STVATYP form
07 Telephone Type Code	Valid Telephone Type Code as listed on the STVTELE form
08 Starting Record Number	Record number for the restart process (Default = 0)
09 Email Address Type Code	Email Type Code as listed on the GTVEMAL form

Explanations of selected RCBCTx parameters follow:

04	Generated ID/ Use SSN Indicator	<i>G</i>	<i>Generated ID</i>
		<i>S</i>	<i>Use SSN as ID (Default)</i>

The *Generate ID/Use SSN Indicator* enables Banner to generate an ID for a new person, or use the SSN (social security number) as the ID. When this parameter is set to *S*, the Student ID will be created using SSN; when this value is *G*, the RCBCTx process will assign a temporary generated ID to each record loaded to the temporary tables. The temporary ID becomes permanent for students loaded as *New*. The temporary ID is replaced with the generated ID in the Banner database if a match is achieved with an existing record.

05	Recalculate Need Indicator	<i>Y</i>	<i>Recalculate Need (Default)</i>
		<i>N</i>	<i>Don't Recalculate Need</i>

When this parameter is set to *Y*, all applicant records will be created with their *Recalculate Need Indicator* set to *Y*, indicating that need will be recalculated the next time you run the batch Need Analysis process after the records have been loaded.

Note

If a school chooses to set the Parameter 05 Recalculate Need Indicator to *N*, the federal student Need Analysis record will reflect the information imported on the ISIR with no changes. Schools that load federal ISIR and CSS Profile records should set Parameter 05 to *Y* to flag the records for a Needs Analysis calculation. This will produce a Need Analysis Report with both the ISIR and PROFILE information listed for each student. (Review set up of INAS Global Policy Options.) Schools that choose to run the Needs Analysis calculation in batch should review INAS

documentation carefully to understand differences in assumptions when a recalculation is done. ■

To run the RCBCTxx process, access the Process Parameter Entry form (GJAPCTL) and enter the required parameters. You can proceed in one of two ways:

1. Select the **Submit** radio button in the Submission Block and select the Save button to submit the job, or
2. Select the **Hold** radio button in the Submission Block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing.

 **Note**

As a general rule, you should confirm that each Data Load process is complete before running the next process. ■

 **Note**

When inserting the name into the temporary table (ROTIDEN), the following prefixes and suffixes are removed to assist with the matching process. ■

- Specific prefixes are: Dr., Dr, Mr., Mr, Miss, Ms., Ms, Mrs., Mrs, Prof., Prof.
- Specific suffixes are: Jr., Jr, Sr., Sr, III, IV, Ph.D, PhD, CPA, MD, RN, Esq., Esq, DVM.

Step 3 Run the Financial Aid Dataload Part 2 Process (RCPMTCH)

 **Note**

Before running this step, verify that you have created matching rules on the Common Matching Rules form (GORCMRL). ■

The RCPMTCH process is the matching step of Data Load. RCPMTCH performs a comparison between the student data in the temporary tables (ROTIDEN, ROTPERS, ROTADDR, ROTEMAL) and student person (General Person) data that already exists in the database. RCPMTCH follows matching rules set up on the Common Matching Rules form (GORCMRL) for the *Data Source Code* that you enter for the RCPMTCH *Common Matching Source Code* (parameter 06).

As part of the matching process, all non-code fields used in matching are changed to upper case, compressed to remove all spaces, and all special characters are removed. This occurs with both the data in the Financial Aid temporary tables as well as the data in Banner.

You also can use the Name Translation Rules form (GORNAME) for matching situations such as *Bob – Robert*. This process uses the name search fields to determine if a student is new, or if the student truly exists on the database with the name entered in a slightly different manner each time.

The result of this process is a status code that is posted to each student record in the temporary tables. The status code assigned to a record determines whether this record is ready to be loaded directly to the database, needs manual review and intervention, or is in a hold status.

Below is a listing of all status codes used and their definitions. Each record in the temporary ID table (ROTIDEN) is updated with one of the following statuses:

Status	Comment
<i>D</i>	<i>Duplicate.</i> This name and/or ID has a match within the temporary file indicating multiple records for the same person.
<i>E</i>	<i>Error.</i> This record encountered an error that would prohibit a determination of a <i>New</i> or <i>Matched</i> status. See the <i>Error</i> listing below for information.
<i>M</i>	<i>Matched.</i> Based on the rules defined for the Common Matching Source Code, this record matches a record on the production table database and has a Need Analysis record for the aid year being processed.
<i>N/H</i>	<i>New.</i> No match was found for this record. It is a new person. If a school chooses to define new students with a status of Hold, then the new student will not be processed in step 3 (RCRTPxx) until the status is changed.
<i>R</i>	<i>Matched student.</i> Based on the rules defined for the Common Matching Source Code, this record matches a record on the production table database but no Financial Aid record (RORSTAT) exists for the current year.
<i>A</i>	<i>Matched student.</i> Based on the rules defined for the Common Matching Source Code, this record matches a record on the production table database with a Financial Aid record (RORSTAT) for the current year, but no Need Analysis record (RCRAPP1) for the current year.
<i>S</i>	<i>Suspend.</i> This indicates at least one record where some of the fields match the record being entered, but not all, or there is more than one record that matches all the rules. A record will also be Suspended with an error code if determined as new but the ID or SSN exists in the production database.
*	This is a database problem and must be corrected for the problem student before attempting to process this student in Step 3 (RCRTPxx).



Warning

The RCRTPxx program that follows RCPMTCH only processes records with a status of *N*, *M*, *A*, or *R*. Records with other statuses stay in the temporary files until deleted using RCPDTMP, or until the statuses are manually changed using the RCRSUSP form and you rerun the RCRTPxx Process. Statuses that you have updated during RCRSUSP record resolution can be changed if the RCPMTCH process is run again

before records resolved on RCRSUSP are loaded to the permanent tables using RCRTPPxx. ■

The RCPMTCH parameters are:

Parameter	Value
01 Aid Year Code	Appropriate aid year
02 Data Source Code	Valid Source Code on the RTVINFC form
03 Generate ID/Use SSN Indicator	<i>G</i> <i>Generate IDS Use SSN as ID (Default)</i>
04 Value for New Students	<i>N</i> <i>New</i> <i>H</i> <i>Hold</i>
05 Sort Order Indicator	<i>I</i> <i>Sort by IDN Sort by Name (Default)</i> <i>T</i> <i>Sort By Temporary PIDM</i>
06 Common Matching Source Code	Valid Source Code on the GTVCMSC form

Explanations of selected RCPMTCH parameters follow:

04	Value for New Students	<i>N</i>	<i>New</i>
		<i>H</i>	<i>Hold</i>

This is the status code that is posted to all students who do not appear to match anyone in the production database. Part 3 of the Data Load process loads all students with a status code of *N*, but Data Load does not load students with a status code of *H*. This option is available for those institutions that do not desire to have the Data Load process create new students (person records) in the production database. Records with a status of *H* (*Hold*) remain in the temporary tables until the records match a person record in the database and their status is updated appropriately, or until the delete from temporary tables process is run (RCPDTMP) in batch or for the individual record.

06	Common Matching Source Code	Valid Source Code on the GTVCMSC form
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Banner starts the Common Matching Application Programming Interface (API) using the rules defined for the Common Matching Source Code entered for this parameter.

To run the RCPMTCH process, access the Process Submission Controls form (GJAPCTL) and enter the required parameters.

You can proceed in one of two ways:

1. Select the **Submit** radio button in the Submission Block and select the Save button to submit the job, or
2. Select the **Hold** radio button in the Submission Block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing. Banner prompts you for a User ID, a password, and the previously mentioned sequence number (the job submission one-up number).

This job produces an `rcpmtch_seqno.lis` file. Print this file to capture the results of the process. This file contains five reports:

- *Financial Aid Data Load Matching Process - Parameters.* This report lists the job submission parameters used to run the job. The Common Matching Source Code
- *Data Load Match Process – All Records.* All records in the temporary tables for the aid year and Data Source will be listed with the status returned from the matching procedure (status *E = Error*, *D = Duplicate*, *M = Match-M*, *A = Match-A*, *R = Match-R*, ** = Dup PIDMs*, *S = Suspense*, *N = New*, *H = New-Hold*), the rule priority if matched, the error code if an error was encountered, and a message regarding the status.
- *Data Load Match Process - Duplicate Record.* This report lists all people appearing on the temporary tables two or more times. Note that this report is the only report for all data source codes (see RTVINFC). Other reports are only for the data source code (infcode) selected in parameter number two of this job.
- *Data Load Match Process – Summary of Totals.* This report lists Data Load matching process totals by status and error code. Valid error messages that appear on this report are listed below.
- *Data Load Match Process - Control Summary.* This report lists the parameters, job number, report file name, and the number of pages.

Valid error messages that appear on the *Data Load Match Process – Summary of Totals* report are:

Error	Description
13	ID and SSN not equal
21	ID or SSN is null
22	Last name or First name is null and SSN is null

Error	Description
23	City is null
25	SSN exists on temporary tables 2 or more times
26	ID exists multiple times
27	ID exists in the database
28	SSN exists in the database
29	Missing Last Name
30	Missing First Name

The RCPMTCH process also creates an `rcpmtch_seqno.log` file. This log file contains information that will be helpful to the technical staff if a problem running this process is encountered.

Once the matching process is complete, the data for those students that the process has determined are either a match, or new students, must be loaded to the production database. This is Data Load, Part 3 (RCRTPxx).

Step 4 Run Data Load, Part 3 (RCRTPxx)

This step loads applicant information from temporary tables to permanent tables, creates person records for *New* student records, and completes the necessary conversions using the codes established in the RCRTPTR form.

Note

RCRTPxx loads all records designated as *New* or *Matched* by RCPMTCH. The process also loads all records designated by you as *New* or *Matched* on the RCRSUSP form.

It is important to run the RCPMTCH and RCRTPxx steps as close together as possible. This decreases the chance of someone adding new students online, which would make the *New* status, as determined by RCPMTCH, incorrect. ■

RCRTPxx process parameters include:

Parameter	Value
01 Aid Year Code	Appropriate Aid Year for RCRTPx version.
02 Data Source Code	Valid Data Source Code on the RTVINFC form.
03 Load Option for Need Analysis	<ol style="list-style-type: none"> 1. <i>Load all as current.</i> 2. <i>If first record from primary MDE, load as current record, else load as non-current record</i> 3. <i>If first record from primary MDE, load as current, else do not load</i> 4. <i>Load as non-current record</i> 5. <i>Do not load records, but print discrepancy report</i> 6. <i>Replace existing CSS PROFILE record</i> 7. <i>Do not replace existing CSS PROFILE record</i>
04 Not used at this time	
05 NSLDS Print Option	<i>Y Print Discrepancy Report to report changes in NSLDS summary data</i> <i>N Do not print the NSLDS Discrepancy Report</i>
06 Need Analysis Print Option	<i>Y Print Need Analysis Discrepancy Report</i> <i>N Do not print Need Analysis Discrepancy Report</i>
07 Recruiting Option	<i>Y Create Banner Student Recruiting records</i> <i>N Do not create Banner Student Recruiting records</i>
	<p>Note: The Major field on the STVMAJR form must be checked for the converted major code in the Converted Value field on the RCRTPTR form in order to be considered a valid major. A valid major is necessary if you want to create recruitment records using this parameter.</p>
08 Recalc Need Analysis Option	<i>Y Set Recalc Need Analysis indicator to Y</i> <i>N Set Recalc Need Analysis indicator to N</i>
09 NSLDS Output Application ID	General area for which the Selection ID was defined for NSLDS output

Parameter	Value
10 NSLDS Output Selection ID	Code that identifies the sub-population to be updated by NSLDS
11 NSLDS Output Creator ID	ID of the person who created the sub-population rules for NSLDS
12 ISIR Creation Option	<i>Y Create ISIR records</i> <i>N Do not create ISIR records</i>
13 Load VA Data to Resource Table	<i>Y Load VA Data to Resource Table</i> <i>N Don't Load VA Data</i>
14 Process Indicator	<i>B Process Batch</i> <i>O Process Online</i>
15 Temporary PIDM	Blank when running in batch
16 Update Postal Address	<i>Y Update Postal Address</i> <i>N Don't Update Postal Address</i>
17 Update Telephone Number	<i>Y Update Telephone Number</i> <i>N Don't Update Telephone Number</i>
18 Update E-mail address	<i>Y Update E-mail Address</i> <i>N Don't Up-date E-mail Address</i>
19 Update Social Security Number	<i>Y Update Social Security Number</i> <i>N Don't Update SS Number</i>

Explanations of selected RCRTPx parameters follow:

- | | | |
|----|-------------------------------|--|
| 03 | Load Option for Need Analysis | <ol style="list-style-type: none"> 1. <i>Load all as current.</i> 2. <i>If first record from primary MDE, load as current record, else load as non-current record</i> 3. <i>If first record from primary MDE, load as current, else do not load</i> 4. <i>Load as non-current record</i> 5. <i>Do not load records, but print discrepancy report</i> 6. <i>Replace existing CSS PROFILE record</i> 7. <i>Do not replace existing CSS PROFILE record</i> |
|----|-------------------------------|--|



Note

Data Load options 6 and 7 are the only valid options if you enter CSS PROFILE for the *Data Source Code* parameter. ■

Students without current application records for this year - the status is *N (New)*, *R (match found, but no RORSTAT record for the current year)*, or *A (match found, but no RCRAPP1 record for the current year)* - are loaded as current application records, regardless of the load option.

Students with a locked Need Analysis record are loaded as non-current, regardless of the load option that you select.

All new ISIR records with accompanying NSLDS data contain an NSLDS Transaction Number. If the Transaction Number on the new NSLDS/ISIR record is greater than the NSLDS Transaction Number of the Current NSLDS record in Banner, the process loads the new NSLDS record as the Current NSLDS record and changes the Current record indicator on the previous Current record to Non-current. No NSLDS records are ever loaded as non-current. The records are either loaded as current or not at all.

You can print a Discrepancy Report for options 1 - 5, provided that you enter a *Y* value for the subsequent *Print Option* parameter.

- | | | |
|----|--------------------|--|
| 05 | NSLDS Print Option | <p><i>Y Print Discrepancy Report to report changes in NSLDS summary data</i></p> <p><i>N Do not print the NSLDS Discrepancy Report</i></p> |
|----|--------------------|--|

The Sequence Number on the NSLDS records is independent of the Sequence Number on the RCRAPPx records. The sequence number on the NSLDS record is not unique by

source. For example, the second NSLDS record to be loaded for a student would be sequence number 2 even if the first record was from a different source (that is, *Manual*).

- Since award validation must use current NSLDS data (if applicable) and you can choose to not load the need analysis data from the ISIR, the NSLDS Data Match Indicator is also stored as part of the NSLDS record. The Match Indicator is stored in `RCRLDS4_MATCH_IND` for this purpose.

The value of this field is displayed in the Federal Match Indicators window of the Need Analysis form (RNARSxx) in the **NSLDS** field, as well as in the **NSLDS Match** field in the NSLDS Summary window of the Student Loan Data form (RNASLxx). These fields display the match status for the current NSLDS record.

- A separate NSLDS Discrepancy Report is created to report changes in NSLDS Summary Data.

Whenever a student is listed on the NSLDS Discrepancy Report, an **NSLDS Override Flag** is printed if the student has any overrides for the aid year - either the NSLDS Override or the Fund/Term Specific NSLDS Override. Review in a timely manner those students with new NSLDS records and overrides to ensure that the overrides still apply.

If *Parameter 03 Load Option* (for Need Analysis) is set to a value of 5 (do not load records, but print the discrepancy report), the *Print Option* parameter is automatically set to Y, and the *Recruiting* and *Recalc Need Analysis* parameters are set to N.

09	NSLDS Output Application ID	General area for which the Selection ID was defined for NSLDS output
10	NSLDS Output Selection ID	Code that identifies the sub-population to be updated by NSLDS
11	NSLDS Output Creator ID	ID of the person who created the sub-population rules for NSLDS

The preceding NSLDS population selection parameters are optional.

NSLDS information entered via Data Load informs you as to whether a student is in default. This information may affect the award process. If you use Early Decision, your school may package awards before you receive NSLDS information. Creating an NSLDS population selection allows you to re-validate previously processed awards based on NSLDS information received after packaging.

When the first NSLDS record is loaded for a student for the year, or when a new NSLDS record is loaded, Banner has the capability to capture the student's PIDM in a population selection ID so that you can run the Validate Award Process (RPRVAWD) to verify that the previously packaged award is still valid.

12	ISIR Creation Option	<i>Y</i>	<i>Create ISIR records</i>
		<i>N</i>	<i>Do not create ISIR records</i>

A printed or electronic ISIR is only valid if the information matches the data at the CPS for a given transaction number. To maintain a true ISIR database in a manner that preserves the original content, Banner loads EDE records to the RCRAPP1 through RCRAPP4 and RCRESAR tables with an INFC Code (source code) of ISIR and EDE. The ISIR records are frozen as ISIR transactions. This option is controlled by the *ISIR Creation Option (Parameter 12)*.

15	Temporary PIDM	Blank when running in batch	
16	Update Postal Address	<i>Y</i>	<i>Update Postal Address</i>
		<i>N</i>	<i>Don't Update Postal Address</i>
17	Update Telephone Number	<i>Y</i>	<i>Update Telephone Number</i>
		<i>N</i>	<i>Don't Update Telephone Number</i>
18	Update E-mail address	<i>Y</i>	<i>Update E-mail Address</i>
		<i>N</i>	<i>Don't Up-date E-mail Address</i>
19	Update Social Security Number	<i>Y</i>	<i>Update Social Security Number</i>
		<i>N</i>	<i>Don't Update SS Number</i>

Parameter 15 - Temporary PIDM is used only when RCRTPx is run from the RCRSUSP form. Leave the parameter blank for batch processing.

If an incoming record is matched to an existing person record in the production database, RCRTPx loads all financial aid data from the incoming record. RCRTPx does not update populated fields on an existing person record. RCRTPx updates the **Postal Address**, **Telephone Number**, and/or **E-mail Address** if you answer *Y* to parameter 16, 17 or 18 and there is no record for the Address, Telephone, or E-mail type that you specified in your Data Load Part 1 parameters. Social Security Numbers are updated on an existing person record if it is blank and you enter *Y* for RCRTPx parameter 19.

If no person record in the production database matches the incoming record, records exist, RCRTPx will create a person record for the student using data from the record in the temporary tables, and will insert all financial aid data. (See section on New vs. Existing Person below for additional discussion.)

Once RCRTPx loads a record to the production database, all data for that record is removed from the temporary tables.

To run the RCRTPx process, access the Process Parameter Entry form (GJAPCTL) and enter the required parameters. You can proceed in one of two ways:

- Press the **Submit** radio button in the Submission Block and press the *Save* button to submit the job
- Press the **Hold** radio button in the Submission Block and press the *Save* button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing. You are prompted for a User ID, a password, and then the sequence number from above (job submission one-up number).

RCRTPx output includes the following reports:

 **Note**

If there is no data for the reports, the file and output are suppressed. ■

- *Report Control Information (rcrtpx_jobseqno.lis)*. This report lists the parameters used when Data Load Part 3 was run and the totals for the number of records processed, the number of ISIR records added, the number of NSLDS records added, duplicate transaction information, the number of Financial Aid records (RORSTAT) created, the number of records not loaded as current, due to a locked Need Analysis, the number of records not loaded when load option 3 was used, and the number of Oracle and/or API errors encountered.
- *Student listing (rcrtpx_jobseqno_apps.lis)*. This report lists the records processed, if the Need Analysis was load as the current record, if NSLDS data was loaded as the current record, and identifies duplicate transactions.
- *Discrepancy report (rcrtpx_jobseqno_need.lis)*. If you selected the *Need Analysis Print option*, this report displays discrepancies between the new record being loaded and the existing current Federal record.
- *NSLDS Discrepancy report (rcrtpx_jobseqno_nsls.lis)*. If you selected the *NSLDS Print option*, this report displays discrepancies between existing and new NSLDS information.
- *Errors – Students Not loaded or errors encountered loading data (rcrtpx_jobseqno_errs.lis)*. If errors were encountered during Data Load part 3, the name, ID, match status, and the error received are listed. If the record could not be loaded, the Match status for the record is updated to *Suspense* with an error code of *31 - Record not created. Failed Data Load Part 3*. If the record was created but not all data could be inserted, the error listing the data is provided; i.e., the process was able to create the ID and biographical information for the record, but could not insert the address due to missing data.

Step 5 Review the Records on the Suspended Records Maintenance form (RCRSUSP).

Records that are assigned a status of *Suspend*, *Hold*, *Duplicate*, ***, or *Error* during Data Load Part 2 (RCPMTCH) display on the Suspended Records Maintenance form (RCRSUSP); records assigned a status of *Match* or *New* during the RCPMTCH process do not appear on the form.

Only status codes of *Duplicate*, *Error*, *Hold*, and *Suspense* may be resolved from the RCRSUSP form. If the status code is an *asterisk* (*), there is a data integrity problem with this student that needs to be resolved prior to loading this student (a duplicate PIDM exists). The status cannot be updated from an (*) on the RCRSUSP form. If the status code is *E*, which means that a required field is null, you can correct the data in the temporary table (top section) on this form and you can update the status.

SunGard Higher Education recommends working directly from the output report from the RCPMTCH process as it lists all the students in the Suspense file and the status code of each. To have this report you must print a copy of the *Data Load Match Process – All Records* report.

The Data Load Record block of the RCRSUSP form displays data for a record in the temporary tables, including a temporary ID assigned during Data Load Part 1 (RCBTPxx, RCBCTxx). The ID may be the Social Security Number from the incoming record or a temporary generated ID depending on your parameter choice during Data Load Part 1 (RCRTPxx, RCBCTxx). The RCPMTCH status and any associated error codes also display. Error code descriptions are printed in the *Data Load Match Process – All Records* report and display on RCRSUSP as part of the Error field. The Match Results Window on RCRSUSP displays student data that exists in the production database once you have selected a record as an actual match for the one displayed in the Data Load Record Block.

While on the RCRSUSP form, select the Match button to access the Common Matching Entry form (GOAMTCH). From GOAMTCH, use the Common Matching functionality to examine existing or potential matching records in the production database to resolve suspended records. To utilize the Common Matching process, scroll to a record in the Data Load Record Block on RCRSUSP, and press the Match icon or perform the Next Block function. This will open the Common Matching Entry form (GOAMTCH). Information from the record in the temporary table will display in the Data Entry Window. Press the Duplicate Check icon to display a matching record (Match tab) or a listing of potential matching records (Potential Matches) tab. If there are no records that match the rules that you established on the Common Matching Rules form (GORCMRL), you will receive an alert message.

If no match is found on GOAMTCH, and your school is loading *New* records, enter the code of *N* in the Override field on the RCRSUSP form. The **Status** field is updated to *New*. If you are using the status of *Hold* at your school, and you do not achieve a match on a record with a *Hold* status, leave the status as *H* for matching later.

If Banner displays a single matching record under the Match tab, information displays according to the data elements present in your rules (i.e., If *City* is a data element in your rule, and an address (of any address type) exists in the database that matches the one in the temporary table, the matching address information displays. If no address data elements are in your rule, no address information will display in the match fields.) If you are presented with a list of potential matches, the same student may appear in the listing more than once if you are using multiple priority rules and the student meets more than one of your rules.

When reviewing a single matched record or multiple matching records, you may check additional detail in the **All Addresses** field. You also may access selected Banner forms by pressing the **Details** button on the GOAMTCH form. The **Match Priority** and **Match Results** fields will indicate the rule used for matching and the portions of the rule that were met, or not met. It is important to study the Common Matching algorithm to understand what constitutes a match.

Once a matching record is confirmed, press the **Select ID** button on the GOAMTCH form to return the data for the matching record to the Match Results Block of the RCRSUSP form. Banner displays data items consistent with your rule. The address that displays on RCRSUSP is for the address type that you specified in your Data Load Step 1 parameters, or the most recent address in the Banner database, if no address exists for the type specified during Data Load. Press the **Select ID** button on RCRSUSP, and Banner automatically updates the match status and replaces the temporary ID in the Data Load Record Block with the ID that exists in the production database. Save the record to finalize the matching process.

A *Duplicate* status indicates that a student has two or more records in the temporary tables at the same time. These may be from a single data source (EDE) or from multiple data sources (EDE and CSS). Examine the records and select one for Common Matching. If your school loads all records, select the duplicate with the earliest transaction number first. After performing a Common Matching search, and achieving a match or entering a status of *New* on the first record, you should load the record to Banner. If you have only one more record for the student, you should achieve a match status the next time you run the matching process in batch or online. If you have more than one duplicate remaining, you must repeat the matching and loading processes until all records are loaded to the production database.

If you make a mistake in changing a student's status and wish to return to the original status code, you have two options. Re-run the RCPMTCH process for all students, or prior to committing the status, change the **Override** status code to ' - ' for that student. When you save the record, it will revert back to the original status code.

 **Note**

Changing the status code on the form only works if you have not left the RCRSUSP form (Exit or Clear form Rollback) since making the initial change. Once you leave the form, the changes are saved and the *Match* and *New* records no longer appear on the RCRSUSP form. *Match* and *New* records continue to appear on the form until you perform an Exit or a Clear form Rollback. ■

Once a record is assigned a *Match* or *New* status, you must load the record to the Banner database using the Data Load Part 3 (RCRTPxx) process. You may select the **Load** button on the RCRSUSP form to run RCRTPxx immediately, which loads the record to the permanent tables. You must have permission to run RCRTPxx and must have a parameter set established in your user name to run the online process. Once you load the record, or leave the record after assigning a *New* or *Match* status, the record no longer appears on the RCRSUSP form. If you do not want to use the online load process, or if you forget to load the record immediately after updating the status to *Match* or *New*, you may run Data Load Part 3 (RCRTPxx) in batch (see Step 6 below).

 **Warning**

If you elect to run Data Load Part 3 (RCRTPxx) in batch after resolving records on the RCRSUSP form, do not run Data Load Part 2 RCPMTCH again prior to running RCRTPxx. RCPMTCH returns your *New* and *Match* status codes to those originally assigned to the temporary records. ■

The Suspended Records Maintenance form also includes functionality to delete selected records from the temporary tables. You may check the **Delete Record** field on a selected record to flag the record for deletion according to your institutional Data Load policy. Once the flag is set, you may select *Delete Temporary Records* on the Options menu of the RCRSUSP form. This removes all flagged records for the aid year and data source displayed in the Key Block of RCRSUSP. If you do not use the online delete option, you may run the Data Load Table Delete Process (RCPDTMP) in batch using parameter choices to delete records flagged on the RCRSUSP form. Records flagged for deletion continue to appear on RCRSUSP until the record is deleted or until the **Delete Record** field is unchecked.

 **Note**

The online Delete Temporary Records Process does not check for the User ID before deleting flagged records. ■

Step 6 Run the RCRTPxx Process

This step is a repeat of Step 4. You should run batch RCRTPxx immediately after resolving suspended records if you do not choose to load the records to the production database individually from the RCRSUSP form. This moves those corrected records to the production database for processing, and will reduce the chance of another user creating a duplicate record in Banner for the same student.

It is critical that you repeat the RCPMTCH Process and the RCRTPxx Process until all records in the temporary tables that can be resolved are resolved. These are iterative processes and can be run over and over again until there are no longer any records in the temporary tables that need to be moved.

Step 7 Run the Data Load Table Delete Process (RCPDTMP)

The Data Load Table Delete Process (RCPDTMP), which is used to delete records from the temporary tables, may be run in batch, or the process may be run on-line from the RCRSUSP form. The batch process can delete all records in the temporary tables for a

selected *Aid Year* and *INFC* Source Code. The process also can delete all records where the **Delete Record** field is checked on the RCRSUSP form. To delete records on-line from RCRSUSP, you would check the **Delete Record** field to flag selected records. Then you would select the *Delete Temporary Records* selection on the Options menu. This deletes flagged records for the *Aid Year* and *Source Code* displayed in the RCRSUSP Key Block.

If you choose to delete selected records using either the on-line or the batch process, all other records remain unchanged in the temporary tables.

Parameters for the RCRDTMP process are:

Parameter	Value
01 Aid Year Code	Appropriate Aid Year
02 Data Source Code	Valid Data Source Code
03 Delete Flagged Records Only	Y <i>Delete Flagged Records Only</i> N Delete All Records

Note

Parameter 01 and 02 are required if parameter 03 is set to *N*. However, these parameters are not required if parameter 03 is set to *Y*.

If parameter 03 is set to *Y* and neither 01 or 02 is populated, the process deletes all records where the `ROTIDEN_DELETE_FLAG = Y`, without regard to the Aid Year code or INFC code. However, if either, or both, 01 and 02 are populated and 03 = *Y*, then the process use the combination of the parameters to delete the correct flagged records. When parameter 03 is set to *Y*, records that are not flagged for deletion on RCRSUSP remain in the temporary tables.

On the Process Parameter Entry form (GJAPCTL), enter the required parameter for RCPDTMP. You can proceed in one of two ways:

Select the **Submit** radio button in the Submission Block and select the **Save** button to submit the job

Select the **Hold** radio button in the Submission Block and select the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing. You are prompted for a User ID, a password, and the sequence number from above (job submission one-up number).

This process produces a `rcpdtmp_seq.lis` file. You should print or save this file to capture the results of the process.

The RCPDTMP Process also creates an `rcpdtmp_seqno.log` file. This

log file contains information that will be helpful to the technical staff if you encounter a problem running this process. (As a general rule, you should always review the output from any job prior to starting the next process.)■

Note

You must decide when you need to run the RCPDTMP process to delete records from the temporary tables: ■

- If your school is diligent in the act of resolving all suspended records from Data Load to Data Load, and you are loading all *New* student records to the database, the RCRSUSP form should be empty after each Data Load. You would not need to run the RCPDTMP Process.
- If you are using the RCPMTCH status of *Hold* to keep records in the temporary tables until a matching person record exists in the production database, you would run RCPDTMP only at the end of the financial aid processing year. You would use the *Aid Year* and *INFC Source Code* parameters for the batch process to remove records for the completed aid year from the temporary tables.
- If you are loading only selected records into the production database (for example, the latest transaction when two records with the same EFC exist in the temporary tables), you may choose to flag records for deletion on RCRSUSP and use the on-line *Delete Temporary Tables* option or the batch process parameter to *Delete Flagged Records Only*.

Warning

Once data is deleted from the temporary tables, it is lost. If you accidentally delete all data it could mean re-running the Data Load Process for a particular file or for the particular aid year. This might include records that already have been loaded to the production database. ■

Additional Data Load Topics

The following sections discuss additional topics related to Data Load.

Loading and Storing of ISIR Records

The Institutional Student Information Record (ISIR) is the Department's official notification to your school about a student's Expected Family Contribution (EFC) and eligibility for Federal aid. This electronic ISIR record along with NSLDS information is delivered to your school through EDE. You must maintain these original ISIRs along with the NSLDS information for audit purposes and you may need to print them for internal or student use.

To maintain these records, your school needs to support a database of ISIRs in a manner that preserves the original content. A printed or electronic ISIR is only valid if the information matches the data at the CPS for a given transaction number. However, a

school may want to change information on the original ISIR, and to facilitate this Banner provides an option during data load to create two records from the original ISIR data.

In order to maintain a true ISIR database, you have the option to load EDE ISIR records with source codes (INFC Code) of ISIR and EDE. Those transactions with a source code of ISIR are never updated, maintaining the original ISIR transaction information. Those records with a source code of EDE may be changed. Parameter 12 of Data Load, Part 3 (RCRTPxx) determines whether or not an ISIR record is created. When this parameter is set to *Y* (Yes), both an EDE and ISIR source record may be created at the time of data load. The Current Record Indicator on records with a source code of ISIR is always *N*.

Occasionally, the processing center (CPS) sends duplicate transactions for students. Historically, this has been because CPS sent the original ISIR transaction with incorrect information as a result of a processing problem. Also, this occurs when a student submits a correction to their name directly to CPS and a second transaction '01' record with a new SAR ID is received.

Banner may load these duplicate EDE and ISIR records depending on the parameter options used for Data Load, Part 3 (RCRTPxx). For both sources of records, the sequence number associated with the transaction is incremented by one each time a duplicate transaction is loaded. The ISIR and EDE record with the highest transaction number (and if a duplicate transaction, the highest sequence number) is the most recent sent by CPS. A listing of all transactions from all sources for a student can be viewed on the Applicant Need Analysis Application Inquiry window (RNIAPPL). Also, the Applicant Listing produced by RCRTPxx will identify duplicate transactions with an asterisk (*) for the source ISIR. A count of duplicate ISIRs is also included in the Control Totals for the process.

Depending on parameter choices during Data Load, it is possible that an EDE record will be created without a corresponding ISIR record. It is also possible that the ISIR record can be created without the EDE record. For this reason, the sequence numbers for EDE records and ISIR records may not correspond. However, whenever you are reviewing records, either EDE or ISIR, the transaction with the highest transaction number and, if there are duplicate transactions, the highest sequence number is the most recent.

Selections for the Load Option, Print Option, Recruiting Option, and Recalc Need Analysis Option parameters in Data Load, Part 3 (RCRTPxx) are only applied to those students who already have a financial aid application record for the current year.

For students without a current year record, EDE source records are always loaded to the database. They are updated as the current EDE record and the Recalc Need Analysis flag set according to the value selected for this parameter in EDE Data Load, Part 1 (RCBTPxx). The value for Parameter 03, Load Option for Need Analysis is disregarded for these new application records. For example, if the option for Parameter 03 was to load all records as non-current, the process only loads non-current records for students with existing aid year information. Whether a record with a source code of ISIR is created depends on the option for Parameter 12 in Data load Part 3(RCRTPxx). NSLDS information is always loaded unless it is a duplicate transaction without any changes.

NSLDS data is stored in non-updateable records in the RCRLDS4 – RCRLDS7 tables. ISIRs and NSLDS records each have a unique Transaction Number and the two may be different. Since NSLDS data is printed on the ISIR, Banner maintains a record of which NSLDS transaction record came in on which ISIR transaction. The NSLDS transaction number associated with the ISIR is stored in RCRAPP4_NSLDS_TRAN_NO.

NSLDS documentation indicates the transaction number will be incremented whenever data changes exist. However, schools on occasion may receive updated information on an NSLDS record without a new transaction number. Banner loads duplicate NSLDS transaction numbers, incrementing the sequence number, if there is a change to any information on the new NSLDS record. The current NSLDS record is the one with the highest transaction and, if there are duplicate transactions, the highest sequence number. NSLDS detail information is viewed on the Student Loan Data window (RNASLxx). A listing of all NSLDS records for a student is accessible from this window as well as by going directly to the Applicant Student Loan Data Inquiry form (RNINSLD).

Data Load, Part 3 (RCRTPxx) output reports duplicate NSLDS transactions in the Student Summary listing with an asterisk (*) in the NSLDS-current column for the source EDE. A count of people who had NSLDS data added with duplicate transactions is included in the Report Control Totals (rcrtppxx_nn.lis). Also, there is an option to print an NSLDS Discrepancy Report.

ISIR records may be printed using the ISIR Print Process (RERISxx). Using Parameter 7 (*Banner ID Trans No*), when you enter only a Banner ID then the process prints the ISIR with the highest transaction number and sequence number. If an optional Transaction Number is entered along with the Banner ID, then the ISIR with that transaction number and highest sequence number is printed. Enter a Banner ID, Transaction Number and Sequence Number to print specific ISIRs.

New Person Versus Existing Person

If a person record exists in Banner at the time of Data Load, Data Load Part 3 (RCRTPxx) does not update fields on that person record except for fields specified in RCRTPxx parameters 16, 17, 18, 19. If no person record exists, and you decide to load New records, a new person record is created with data from the incoming record as shown below:

Any element with an asterisk (*) on the following tables must have a Banner Conversion Value on the Interface Data Translation Rules form (RCRTPTR).

Identification Information (SPRIDEN, ROTIDEN Tables)

Identification Number	Last Name
First Name	Middle Initial

Person Information (SPBPERS, ROTPERS Tables)

Gender Indicator	SSN	Marital Status*
Birth Date	Title	Citizenship

Address Information (SPRADDR, SPRTELE, ROTADDR Tables)

Address Type Code	State Code	Telephone Number
Street Line 1	ZIP/Postal Code	Start Date of Residence
City	Area Code	

Recruiting Information (SRBRECR, RCTRECR Tables)

Desired Entry Term	Level Code	Major Code*
Department Code	Degree Code	

Financial Aid Applicant Status Information (RORSTAT, ROTSTAT Tables)

Financial Aid Satisfactory Academic Progress Information (RORSAPR, ROTSAPR Tables)

Financial Aid Application Information (RCRAPP1, RCRAPP2, RCRAPP3, RCRAPP4, RCRTMP1, RCRTMP2, RCRTMP3, RCRTMP4, RCRESAR, RCTESAR Tables)

Financial Aid National Student Loan Data System (RCRLDS1, RCRLDS2, RCRLDS3 Tables)

Data Load Part 1 (RCBTPxx, RCBCTxx) Temporary Tables

The RCBTPxx Process for Federal data (EDE) records and the RCBCTxx Process for CSS Profile data records load incoming files to temporary tables. These temporary tables, which are duplicates of the Oracle tables where the production data is stored, contain fields that convert data from the flat-file format to the Oracle format when discrepancies exist.

For example, a temporary person file name is ROTPERS, while the actual table name is SPBPERS. The temporary table contains the exact fields of the actual table plus fields that are needed to convert the birth date to the proper format.

Temporary tables and their matching production tables used during this Data Load step include:

Temporary Table	Production Table
Name/ID Information Table (ROTIDEN)	Name/ID Information Table (SPRIDEN)
Basic Person Information Table (ROTPERS)	Basic Person Information Table (SPBPERS)
Address Information Table (ROTADDR)	Address Information Table (SPRADDR) Telephone Table (SPRTELE)
Recruiting Data Table (RCTRECR)	Recruiting Data Table (SRBRECR)
Recruiting Source Table (RCTRSRC)	Recruiting Source Table (SRRRSRC)
Recruiting Contact Table (RPTCONT)	Recruiting Contact Table (SORCONT)
Application Table (RCRTMP1)	Application Table (RCRAPP1)
Application Table (RCRTMP2)	Application Table (RCRAPP2)
Application Table (RCRTMP3)	Application Table (RCRAPP3)
Application Table (RCRTMP4)	Application Table (RCRAPP4)
Application Table IM data (RCRTMP5)	Application Table IM data (RCRIMP1)
User-Defined IM Data Table (RCRTMP6)	User-Defined IM Data Table (ROBUSDF)
ISIR Table (RCTESAR)	ISIR Table (RCRESAR)
NSLDS Table (RCTLDS4)	NSLDS Table (RCRLDS4)
NSLDS Table (RCTLDS6)	NSLDS Table (RCRLDS6)
NSLDS Table (RCTLDS7)	NSLDS Table (RCRLDS7)
E-Mail Table (ROTEMAL)	E-Mail Table (GOREMAL)
Satisfactory Progress Table (ROTSAPR)	Satisfactory Progress Table (RORSAPR)
Student Status Table (ROTSTAT)	Student Status Table (RORSTAT)
NSLDS ACG Payment (RCTLDSA)	NSLDS ACG Payment (RCRLDSA)
NSLDS SMART Payment (RCTLDSS)	NSLDS SMART Payment (RCRLDSS)

The following permanent tables -- though used in this Data Load step - have no temporary table equivalent:

Report/Process Definition Table	GJBJOBS
Process Run Parameter Table	GJBPRUN
Population Selection	GLBEXTR
Population Selection Base Table	GLBSLCT
Common Matching Rules	GORCMSR
Institutional Description Table	GUBINST
Code Conversion Table	RCRTPTR
Log Table (current record change)	ROBALOG
Institutional Options Table	ROBINST
Application User-Defined Data Table	ROBUSDF
Resource Table	RPRARSC
Tracking Requirement Table	RRRAREQ
Data Code Validation Table	RTVINFC
Tracking Requirement Code Table	RTVTREQ
Tracking Requirement Status Table	RTVTRST
User-Defined Variable Description Table	RORUSER
Interface Data Aid Year Rule Table	RCRINFC

Common Matching Algorithm

- The Common Matching procedure allows for the processing of multiple rules. Define priority numbers for each rule indicating the sequence in which to process the rules. Assign your strictest rule as the first priority (i.e., #1).
- The Common Matching procedure processes each rule in order, separately and completely.
- The first step is to perform primary matching for the rule. This step defines the population on which the rest of the processing (secondary match) is performed. If no match occurs during the primary match, the external record is considered new.
- The second step is to perform the secondary matching processing against the results of the primary match. If the secondary match determines an exact match on

only one record, the external source record is considered a match. If more than one record is matched to the criteria, the external source record is considered in suspense. The external source record is considered in suspense if data matches part of the criteria of the rules but does not match all the criteria.

- If the results of the rule are new or match, the results are returned to the calling process. No other rules are processed.
- When all the rules have been processed, the Common Matching procedure examines the results and returns the results to the calling process. The Match Status (*new*, *matched*, or *suspense*) is returned as well as a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.
- Online only. If a record is determined as a match using one rule, but as a suspense using one or more additional rules, the record's match status is set to *match* but you can view the potential match records as well.

Field Length values

Whenever a length is specified on a rule on the Common Matching Rules form (GORCMRL), a comparison is made using the rule length of the fields. For example, using the last name, the comparison is between the rule lengths of the last name on the external source to the rule length of the last name in Banner. If the rule length is 5, the first five characters of the external source last name are compared to the first five characters of the Banner last name. You can enter a negative length for **ID** and **SSN/SIN/TFN** fields to reverse the order to last to first; i.e., enter a -5 for the length of **SSN/SIN/TIN**, the last 5 characters of the external source are compared to the last 5 characters of the Banner **SSN/SIN/TIN**.

Example:

Last Name length:4

First Name length:3

SSN/SIN/TFN length:-4

Patricia Longnecker, 555116789

The first 4 characters of the last name are used: *LONG*

The first 3 characters of the first name are used: *PAT*

The last 4 characters of the SSN/SIN/TFN are used: *6789*

Primary Match logic

The primary match uses the **Last Name/Non-person** name (SPRIDEN_SEARCH_LAST_NAME), which is a required data element for Common Matching. If the **First Name** (SPRIDEN_SEARCH_FIRST_NAME) or **Middle Name** (SPRIDEN_SEARCH_MI) are specified data elements in a rule, these elements are used as part of the primary match for name as well. In addition, if **ID** (SPRIDEN_ID) and/or **SSN/SIN/TFN** (SPBPERS_SSN) are specified data elements in a rule, these elements are used as part of the primary match.

The Common Matching process uses the **Entity** indicator established for the **Source** on the Common Matching Source Code Rules (GORCMSC) to determine the records to select in Banner.

- A match type indicator of *P* selects person records: GORCMSC_ENTITY_CDE = *P* selects records from SPRIDEN where the SPRIDEN_ENTITY_IND = *P*.
- A match type indicator of *C* selects non-person records: GORCMSC_ENTITY_CDE = *C* selects records from SPRIDEN where the SPRIDEN_ENTITY_IND = *C*.
- A match type indicator of *B* selects person and non-person records: GORCMSC_ENTITY_CDE = *B* selects records from the SPRIDEN where SPRIDEN_ENTITY_IND = *P* or *C*.

Either Step 1 or Step 2 below must be true for a record to pass the primary match. If the External record fails the primary match, the match status is marked *New*.

Step 1 — If the SSN/SIN/TFN is defined for the **Source** and rule priority number, retrieve all records from Banner with a matching SSN/SIN/TFN.

- SSN/SIN/TFN data element is defined as part of the rule and
SPBPERS_SSN = External source SSN/SIN/TFN.

Step 2 — If First name and/or Middle names are defined for the **Source** and rule priority number, combine with Last name criteria and retrieve all records from Banner with a matching Name.

Note

When matching non-person records, the First and Middle names should not be included as part of the rule. ■

Step 2A — The following must be true:

- SPRIDEN_SEARCH_LAST_NAME must equal the last name on the External source for the specified length.

Note

If the **Source** is defined to match non-person records and SPRIDEN_SEARCH_LAST_NAME is not like the non-person name from the External Source, the matching algorithm checks to see if a matching record exists on the GORNPNM alias table. ■

Step 2B — One of the following must be true:

- First Name data element is not defined

or

- First Name data element is defined for the rule and `SPRIDEN_SEARCH_FIRST_NAME` is equal to the External source First Name for the specified length.

Note

If the `SPRIDEN_SEARCH_FIRST_NAME` is not like the First name from the External Source, the matching algorithm checks to see if a matching record exists on the GORNAME alias table if the Source is defined to match person records. ■

Step 2C — One of the following must be true:

- Middle Name data element is not defined.
- Middle Name data element is defined for the rule and `SPRIDEN_SEARCH_MI` is equal to the External source Middle Name for the specified length.

Note

If the `SPRIDEN_SEARCH_MI` is not like the Middle name from the External Source, the matching algorithm will check to see if a matching record exists on the GORNAME alias table if the Source is defined to match person Records. ■

Step 3 — If ID is defined for the Source and rule priority number, retrieve all records from Banner with a matching ID.

- ID data element is defined as part of the rule and `SPRIDEN_ID` = External source ID.

Secondary Match Logic

The secondary match compares the data elements defined for the **Source** and rule priority number for all records returned by the primary match process. The goal of this match is to find an *exact* match between the **External Source** record and an Banner record.

When comparing a data field with the **Match on Null Data** set to *Yes*, a null value may exist either in Banner or in the **External Source**. If a null value exists either in Banner or the **External Source** for the data element, the data element is considered as matched.

When the **Match on Null Data** is set to *Yes*, if a null value exists either in Banner or the **External Source** for the data element, the data element is considered not matched.

For an **External Source** record to be considered a match, the following conditions must be true:

This step is repeated for each of the data elements for the rule and one condition must be true for each:

- Data element is not defined.
- Data element **Match on Null Data** is *Y* or *R* and the Banner value is equal to the **External** source value for the specified length.
- or
- Data element **Match on Null Data** is *Y* and Banner value is NULL.
- or
- Data element **Match on Null Data** is *Y* and External Source value is null.

When the data being matched is part of a logical unit (an address), the logical unit is matched separately and completely. For example, when matching on city and zip code, the city and zip code must be associated with one address.

Exception: For an **External Source** record to be considered new when the record has already passed the primary match, all non-name data elements must be determined as not a match and none of the non-name elements may be null.

Examples of Matching Algorithm and Results

If all required data elements are missing, the record will be suspended.

Last name = Required

First Name = Required

DOB Day = Required

DOB Month = Required

DOB Year = Required

City = Required

Banner values: *Mildred Jones, DOB = 08/17/1957, City = Topeka*

External values: *Mildred Jones*

The external record passes the primary match because the first and last names match. However, since all other data elements are missing (i.e., null) from the external source (not matched, but are null), the record is suspended.

In this example, the external record passes the primary match as the first and last name matches against 2 Banner records. These 2 records are then used in the secondary match.

Rule 1	Rule 2
Last name = R	Last Name = R
First name = Y	First Name = Y
SSN = Y	DOB = Y
DOB = Y	City = Y
City = Y	Zip code = Y
Zip code = Y	

Banner values: 1) *Alberta Rockville, 330229101, Largesse, 06259, 05/01/1985*

2) *Alberta Rockville, no SSN, Pomfret, 19355, no DOB*

External values: *Alberta Rockville, 330229101, Largesse, 06259, no DOB*

The external record passes the primary match because the first and last name matches at least one Banner record with the same first and last name. Using Rule 1 and the matching algorithm, the external record matches against Banner record 1. It will suspend against Banner record 2. Using Rule 2, the external record suspends against Banner record 1 as well as Banner record 2. Since an exact match was found, the algorithm returns a match.

In this example, the external record passes the primary match, which usually means that the match status will be ‘Suspense’ at a minimum. However, in this case, because none of the non-name/SSN fields match, the external record is set as ‘New’.

Rule 1	Rule 2
Last Name = R	Last Name = R
First Name = R	First Name = R
SSN = Y	DOB = Y
DOB = Y	City = Y
City = Y	Zip = Y
Zip = Y	

Banner values: *Tomasso Dalimonte, SSN = null, DOB = 06/02/78, City = Marikesh, Zip = 11233*

External values: *Tomasso Dalimonte, SSN = null, DOB = 09/07/59, City = Woodstock, Zip = 06281*

The external record passes the primary match because the first and last names match. Normally, this would mean that the record would be suspended at a minimum. However, because the DOB, City and Zip code fields specifically do not match (i.e., none of them are null), the record's match status is set to *New*. This is the only exception to the basic matching algorithm.

Pell Processing

Introduction

Pell Setup

The Pell Setup section provides information regarding fields that need to be populated, how values in these fields affect Pell processing, the formula used to calculate Pell, and how fields affect both the awarding and disbursement of Pell.

Pell Procedures

The Procedures section addresses topics such as multiple Pell processing, controlling when the Pell Calculation Process is run, locking Pell, handling less than half-time Pell more efficiently, updating award amounts to agree with actual disbursement amounts, and automatically scheduling remaining Pell eligibility to future terms.

Pell Process

The Process section offers information on the Pell Calculation Process (RPEPELL) and the Disbursement Process (RPEDISB) as it relates to Pell. This chapter also demonstrates how Pell Grant awards and Pell Grant disbursements are calculated and includes examples of calculations.

Pell Setup

Fund Base Data form (RFRBASE)

Establish a Pell fund code (or multiple codes) as a federal grant fund. The Pell fund code requires the following settings for the **Fund Source**, **Fund Type**, and **Federal Fund ID** fields. Multiple Pell codes are allowed for institutions with multiple campuses if necessary.

- Set the **Fund Source** field to a federal fund source type.
- Set the **Fund Type** field to a grant fund type.
- Set the **Federal Fund ID** field to *Pell*.

For additional information about the RFRBASE form, refer to the Fund Base Data form (RFRBASE) information in Banner Financial Aid Online Help.

Detail Code Control form (TSADETC)

Ask Student Accounts personnel to establish grant fund detail codes for Pell funds. The detail code created on this form is then assigned to the appropriate Pell fund code on the RFRBASE form. If you use multiple Pell fund codes, you will need multiple detail codes, as the fund codes and detail codes require a one-to-one relationship.

Fund Management form (RFRMGMT)

Enter fund data and options for the Pell fund code(s) that you established on the Fund Base Data form (RFRBASE). This involves the entry of information in the *Aid Year Specific Information* blocks on the first 3 windows of the form.

Aid Year Specific Data - Packaging Options window

Complete packaging option fields that are applicable to COD, as follows.

1. **Award Max** - Enter the maximum loan that could be made to any student during the combined terms of the aid year (For example: The Pell limit for the 2004-2005 aid year is \$4,050).
2. **Award Min** – Schools generally enter \$.00 as the minimum to allow small award amounts in the event of a Return of Title IV calculation or in the event that the Pell Award needs to be reduced to zero.
3. **Auto Package** – This field must be checked to automatically package Pell through batch or online processing.

4. **Auto Schedule** – This box must be checked to enable the system to create a Pell disbursement schedule when Pell is added to the student's award package.
5. **Auto Accept** – Check this box if you want to ensure that Pell offers are automatically placed into Accepted status. If this box is not checked the Pell will be accepted once a SAR is received. Once a valid SAR Certified date is entered on ROAPELL, the offered Pell grant will be accepted. Pell awards cannot be manually accepted.
6. **Replace EFC** - Do not check this box.
7. **Reduce Need** - Check this box. A check in this box reduces any remaining unmet need automatically.
8. **Override Need** Check this box.
9. **Loan Process** - Do not check this box.
10. **Need Analysis** - Check this box to require a need analysis record before you package the award.
11. **Award Letter Ind** - Check this box if you want a change to the offered amount of a Pell award to reset the award letter indicator in the student's RORSTAT record. You can use this indicator with population selection to identify those students that need new or revised award letters.
12. **Equity Fund** - Check this field to reduce the student's equity level when you use equity packaging. The system packages equity funds first to reduce the equity level (the system packages non-equity funds after the equity funds regardless of the priority assigned for the funds on the RPRGFND form).
13. **Count for NCAA** - Check this box to indicate you can count this fund for NCAA regulations. The Fund Aid Year Specific Table (RFRASPC) contains the RFRASPC_NCAA_IND field. Banner does not perform any processing of this data. It is available for use in conjunction with your institutionally-defined rules and reports.
14. **Round Award** - Set this field to 001 so that the automatic packaging process (RPEPKG) rounds the award to the nearest dollar.
15. **Round Schedule** - Set this field to RD=Round Dollars to round the disbursement schedule to the nearest dollar.
16. **Memo Credit** - Set this field to None if you do not want to apply disbursements as a memo credit on the student's account for the Pell fund. Otherwise, select Offered to allow disbursements to memo when the award is in an offered status. Select Accepted to allow disbursements to memo when the award is in an accepted status.
17. **Disburse** - Select the System option to allow the system to disburse the fund.

Aid Year Specific Data - Disbursement Options window

1. **Use Disb Enroll Edits for Memo** - Check this field to allow the application of the disbursement enrollment edits to be applied to funds in memo status.
2. **Recoup When Award Reduced** - Check this field to recoup aid from the account when the award amount is less than the amount which has already been paid. The disbursement process places a negative payment amount on the student account for the difference.
3. The **If Ineligible Before Cut-off Date** and **If Ineligible After Cut-off Date** fields determine the course of action if the student receives a payment for an award in a specific term and the student becomes ineligible for the award after it is paid. Set these fields to the appropriate option for your institution. Cut-off dates are set on the RPROPTS form.
4. Check the **Use Attending Hours** box if you wish to calculate the enrollment load for disbursement based on hours that the student is attending and the course has begun. (See the *Open Learning Handbook* for more information on Open Learning and Attending Hours)



Note

The **Disbursement Load Options** on the Disbursement Options window are not applicable to Pell since Pell Grants pay based on the Pell Grant Payment Schedule Grid. ■

COD Entity ID Rules Form (RORCODI)

The COD Entity ID Rules Form (RORCODI) establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, and **Direct Loan School Code**.

Effective with the 2006-2007 processing year, relationships for all IDs used in COD processing are maintained on the RORCODI Form. You can no longer make changes to these relationships on the Institution Financial Aid Options Form (ROAINST).

Institution Financial Aid Options Form (ROAINST)

Institution Demographics tab

Enter the the name of the financial aid director and the director's phone number on the You can also enter campus demographic information in that area of this window.

U.S. Specific Institution Financial Aid Options Form (ROAUSIO)

Institutional Defaults tab

Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields. The RORCODI Form maintains COD relationships for all IDs used in COD processing. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field.

Enter the primary **Pell Fund Code** to be used if there is more than one Pell code listed on RFRBASE and the applicant is not assigned to a campus that has a unique Pell fund associated with it.

Grant and EDE Options tab

Check the **Prevent Automatic Pell Calculation** box only if you want to prevent the Pell Process (RPEPELL) from automatically running from forms that initiate the Pell Process for all students at the institution. This may be appropriate if your institution is Graduate level only or you do not wish for Pell awards to post until a later date.

Note

Even when the **Prevent Automatic Pell Calculation** box is checked, the RPEPELL process will run when the student is in a Population Selection used to run RPEPELL in batch from the job control form (GJAPCTL) or when RPEPELL is run from the ROAIMMP form. ■

Check the **Pell Reduced Eligibility Ind** if you want to automatically create Pell origination records when the Pell eligibility for a student is reduced (not required). Banner will automatically create the origination records for any increase in eligibility, as this is required.

If your school is participating in the Department of Education's Just in Time program for Pell for this aid year, check the **Just in Time or Advance Pay for Pell Indicator** field. You can also check this field if your school wishes to follow the JIT rules for Pell for the aid year as far as reporting the expected Pell payment and requiring the receipt of an acknowledgement back prior to allowing Banner to disburse the Pell funds.

If you check the **Just in Time or Advance Pay for Pell Indicator** field, enter the number of days prior to the scheduled disbursement date in the **Just in Time or Advance Pay for Pell Indicator Number of Days** field to allow the disbursement record to be extracted. Based on the value in the **Just in Time or Advance Pay for Pell Indicator Number of Days** field, the REREXxx Process allows a Just in Time school's Pell funds to be extracted. The REREXxx Process picks up these records to submit for funding prior to payment. Valid values are *00 - 30*.

The **Alternate Pell Schedules Used** field is used by the Pell process (RPEPELL) to identify students who require the use of the Alternate Pell Schedules for determination of their Pell award. Students who qualify for the Alternate Pell Schedules will receive a lower maximum Pell Grant in some of the payment cells on the schedule. Because these reductions are not consistent across the impacted cells, a different schedule is used. Check this field to identify students who require the Alternate Pell Schedules for determination of their Pell award. Also check this field if you wish to use both the Alternate Pell and the Regular Pell schedules. When the field is unchecked, only the regular Pell Schedule will be used to calculate Pell awards.

 **Note**

The **Alternate Pell Schedules Used** field has been disabled - beginning with the 2007-2008 and 2008-2009 aid years. ■

Check the **Use Pell Less than Half Time Calculation** box if you wish to automatically calculate a less than half time Pell Cost of Attendance using the RTVCOMP budget components designated as eligible for Pell less than half time.

Campus Defaults tab

The values displayed on the Campus Defaults Tab are those associated with the selected Attending ID.

Check the **Prevent Automatic Pell Calculation** field only if you wish to prevent the Pell calculation for the designated campus and you did not check this box on the Institutional Defaults window.

For additional information about the ROAUSIO form, refer to the U.S. Specific Institution Financial Aid Options form (ROAUSIO) information in Banner Financial Aid Online Help.

Budget Component Validation form (RTVCOMP)

Check the **Used for Alt Pell** field to select the value of this component for the calculation of alternate Pell low tuition and fees. This amount is used in the determination of whether the student is eligible for the Alternate Pell Schedules and, if so, the correct amount of the Alternate Pell award.

Note

Alternate Pell Schedule functionality has been disabled - beginning with the 2007-2008 and 2008-2009 aid years. ■

Check the **Used for <½ Pell** box to select the value of this component for the automatic calculation of a less than half-time Pell cost of attendance. If you checked the **Use New Pell Less than Half Time Calculation** box on ROAINST, the Banner disbursement process (RPEDISB) uses these components and posts the calculated budget on the ROAPELL form.

Packaging Options form (RPROPTS)

Main Window

Options on the first window affect all funds, but certain options are necessary for Pell awarding. The **Use Estimated Enrollment** field and **Default Estimated Enrollment** options, if checked, are used if the selected enrollment option in the Pell Options window is not defined for a term.

The **Enrollment Option for Disbursement** field is used by other funds and is used by the Pell process if the disbursement enrollment options are not populated on the Pell Options Window for any term.

Pell Options Window

The Pell Options Window contains a **Pay Pell if Disb Amt differs from Award Amt** option. Since the Pell calculation is done both at the time of awarding and at the time of disbursement, it is possible that the award amount and the calculated disbursement amount (the amount the RPEDISB process calculates for Pell) will not be equal. For example, if a student was awarded with a **Default Estimated Enrollment of Full Time** and the student enrolled Half Time, the award amount and calculated disbursement amount would be different. When these two amounts differ you have the option to *(N)ever disburse under such circumstances*, *(A)lways disburse the calculated disbursement amount (RPEDISB amount)*, or disburse the *(L)esser of the award amount and calculated disbursement amount*.

If you choose to not use the **New LTH Pell Calc** you should populate the **Default Less Than Half Time Pell COA** with the standard less-than-half time Pell COA used by the majority of an institution's less-than-half-time students. This amount should be a full year COA as the Pell Payment Schedule uses the full year COA. The RPEPELL process will use this COA when referencing the Pell Payment Schedule Value for a student who has been identified as less than half time. If this field is null, the Pell process will use the Full-time Pell COA.

If the **Pay Pell If System EFC and SAR EFC Are In Same Payment Cell** field is not checked, the disbursement process requires the SAR EFC and System EFC to be exactly the same number in order for payment to occur. If you do check this field, the disbursement process recognizes the payment cell, so that when these numbers vary within the 100 point range of the cell, the disbursement process treats the EFC numbers as equal values.

Check the **Delete Pell Award if Zero** box if you want Pell awards to be deleted from the database if the award is reduced to 0 by the Pell calculation. The award will be deleted only if no locks, origination, memo, authorization, or paid amounts exist. If the award has disbursement activity on the student account it will not be deleted in order to preserve the appropriate audit trail.

Check the **Use NSLDS for Pell** box if you wish to use current year Pell payments reported on the NSLDS form (RNASLxx) from other schools. The Pell process will award Pell based on the calculated remaining percentage of the scheduled annual award.

Pell Options Window - Enrollment Options

The Enrollment Options section contains an unlimited number of term records that you enter in the Term Code field.

The **Pell Award Enroll Option** allows you to select which type of enrollment you would like the Pell Calculation Process (RPEPELL) to use for the term code. This is a drop list with the following values: *A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Est. ISIR/FAFSA Enrl, 1=Full Time, 2=3/4 Time, 3=1/2 Time, 4=Less Than 1/2 Time, (None)*.

- For the Adjusted Hours and Billing Hours the process searches for Financial Aid Adjusted and Billing Hours (ROENRL_FINAID_ADJ_HR and ROENRL_FINAID_BILL_HR) first. If the Financial Aid Adjusted and Billing Hours do not exist, the process will use the adjusted or billing hours calculated from the Student registration table (SFRSTCR).
- The Expected Enrollment for the year is the enrollment status value in the **Expected Enr Stat for Yr** field on the RNANAx form. This field is initially populated during dataload with the value the student indicated on the FAFSA. You can update the enrollment status directly on the **Expected Enr Stat for Yr** field on the RNANAx form.

- The “I” – **Estimated ISIR/FAFSA Enrl** option historically used the student reported estimated enrollment for the term from the FAFSA. Since this information is no longer collected on the FAFSA, institutions wishing to use this option must populate these fields.

The **Pell Disburse Enroll Option** allows you to select which type of enrollment you would like the Disbursement Process (RPEDISB) to use for the term code. This is a drop list with the following values: *A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Est. ISIR/FAFSA Enrl, 1=Full Time, 2=3/4 Time, 3=1/2 Time, 4=Less Than 1/2 Time, (None)*. (Refer to the preceding information concerning Adjusted Hours, Billing Hours, and Expected Enrollment option.)

If you choose to use the estimated enrollment from the ISIR/FAFSA in column two or three, use the **Pell ISIR Term** field to indicate which ISIR/FAFSA terms correspond with the term. The drop list of ISIR/FAFSA terms include: *Summer term (pre Fall), Fall semester/quarter, Winter quarter, Spring semester/quarter, and Summer term (post Spring)*. Since this information is no longer collected on the FAFSA, institutions wishing to use this option must populate these fields.

For additional information about the RPROPTS form, refer to the Packaging Options form (RPROPTS) information in Banner Financial Aid Online Help.

Aid Period Validation form (RTVAPRD)

Access this form to review the single and multiple term aid period combinations. In the **Pell Full Year Pct** column enter the maximum percentage of the student’s scheduled Pell award that a student could potentially receive if enrolled full time during each term of the aid period. There may be more than one entry of 100%, but no entry can exceed 100%.

For additional information about this form, refer to the Aid Period Validation form (RTVAPRD) information in Banner Financial Aid Online Help.

Aid Period/Term Rules form (RORTPRD)

This form enables you to specify the terms that you want to associate with an aid period. If appropriate terms are not assigned to each aid period, assign the term codes to the correct aid periods. The **Pell Full Year Pct** designation from RTVAPRD displays on this form.

For additional information about the RORTPRD form, refer to the Aid Period/Term Rules form (RORTPRD) information in Banner Financial Aid Online Help.

Default Award & Disbursement Schedule Rules form (RFRDEFA)

Enter a percentage in the **Pell Award Percent** column for each term in the aid period displayed. Entry represents the portion of the **Pell Full Year Pct** designation from the RTVAPRD form that a student could receive if enrolled in the term. The total of all percentages must be at least 100% but may exceed 100%.

Example 1: A student enrolled for Fall/Spring/Summer – Fall 50%, Spring 50%, Summer 50%. The student could get 50% of the 100% scheduled for this period on RTVAPRD in any of these terms if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior terms. The initial award will be scheduled for 50% Fall and 50% spring. Up to 50% for Summer will be awarded only if sufficient unused funds exist after Fall and Spring have been awarded.

Example 2: A student enrolled for Spring Only – Spring 100%. The student could get 100% of the 50% scheduled for this period on RTVAPRD.

Fund Award and Disbursement Schedule Rules form (RFRASCH)

Use the RFRASCH form to enter award and disbursement schedules for a specific Pell fund code.

Enter a percentage in the **Pell Award Percent** column for each term in the aid period displayed. Entry represents the portion of the **Pell Full Year Pct** designation from the RTVAPRD form that a student could receive if enrolled in the term. The total of all percentages must be at least 100% but may exceed 100%.

Example 1: A student enrolled for Fall/Spring/Summer – Fall 50%, Spring 50%, Summer 50%. The student could get 50% of the 100% scheduled for this period on RTVAPRD in any of these terms if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior terms. The initial award will be scheduled for 50% Fall and 50% spring. Up to 50% for Summer will be awarded only if sufficient unused funds exist after Fall and Spring have been awarded.

Example 2: A student enrolled for Spring Only – Spring 100%. The student could get 100% of the 50% scheduled for this period on RTVAPRD.

Federal Rules Inquiry form (RPIFEDR)

Access this form to review the federal rules for Pell delivered by SunGard Higher Education.

Class Code Translation Rules form (RPRCLSS)

The Class Code Translation Rules form is used to associate a student level code and class code to a financial aid class code. The financial aid class code is the **Banner Year in College** as a result of converted EDE values.

Equate Student System level and class codes with a Financial Aid class code that results in an appropriate annual loan limit. First year student class levels can be equated with a financial aid class code *1 (1st time freshman, no prior college)* or *2 (Freshman, prior college)* to indicate freshman status.

New students do not have a Student System class code if they have not had any courses accumulated in academic history. Therefore, you must define a rule for the class code translation in which the Student System class code is null (blank). To do this, create a rule for the condition in which the Student System Level field is undergraduate and the **Student System Class** field is blank; use a Financial Aid class code of 1 to indicate a freshman. Create a similar rule for graduate students with a Financial class code of 7 to indicate a 1st year graduate or professional.

For additional information about the RPRCLSS form, refer to the Class Code Translation form (RPRCLSS) information in Banner Financial Aid Online Help.

Pell Procedures

Batch Pell Awards

The Pell award may be awarded online, or in batch, by the RPEPELL Process. See the Pell Processing section for how the award is calculated.

Batch grouping to assign budget groups and components does not initiate the Pell award process. The RPEPELL process must be run to assign Pell Awards to any students who were assigned budgets using the batch process (RORGRPS). RPEPELL automatically runs online to account for EFC recalculations, budget and aid period changes and after changes are made to FAFSA data that would impact the Pell award. You can run RPEPELL for all students or you can run the process using a population selection.

Override a Bachelors Degree

Check the **Post BA Pell OVRD** field in the Packaging Group Information window of the award form (RPRAWRD, ROARMAN, or RPAAPMT) to award Pell Grants to Teacher Certification and other students with a previous Bachelor's degree who may qualify for Pell under federal regulations.

Manual Adjustments to Pell Grants

Once awarded, if you need to make any manual changes to the Pell award you will need to access the Fund Awards By Term Window. You may only change the award amount, not the distribution percent. Keep in mind the distribution percent takes into consideration the aid period and the term award percents. Once you change an award manually you will get a dialogue box requesting you confirm your changes. Once you have committed your manual changes you must lock the award so that it is not recalculated if the RPEPELL Process is run on this student again.

Why and How to Lock Pell Grants

In the past schools manually adjusted Pell awards to account for Pell received at another school. Once the manual change was complete, you would lock the record. Banner now allows the use of NSLDS data to dynamically calculate the correct Pell award. So locking the record is no longer necessary for this purpose.

Also schools used locks when manually awarding summer terms, but now the Pell calculation correctly awards a summer session without manual modifications, or the need for locks. Locks are still available in Banner Financial Aid for exception cases.

Lock Types

There are 2 types of locks in Banner — the *Y* lock and the *E* lock.

- A *Y* (*always pay*) value in the **Lock** field locks the award and pays what has been awarded, without exception.
- An *E* (*adjust for lower enrollment status*) value in the **Lock** field pays the amount awarded unless the student's enrollment drops at the time of disbursement; if enrollment drops, the amount calculated at the time of disbursement is paid.

Warning

If you make a manual change to an award and place an *E* lock on the award, make sure that you have also manually changed the enrollment on the Funds Award By Term Window to correspond with the new award. This is necessary because with an *E* lock, the Disbursement Process checks the enrollment level at the time of disbursement and compares this to the enrollment level at the time of awarding when determining if enrollment has dropped and if it should pay the calculated disbursement amount or the award amount. So if you make a manual change and use an *E* lock, make sure that you manually adjust the enrollment level to correspond with the manually adjusted award amount. ■

Fund Locks

A fund lock is placed on the first window of the award form (RPAAWRD, RPAAPMT, or ROARMAN) in the **Lock** field. If you place a *Y* or an *E* lock in this field and will apply to

all term awards within the aid period. See the preceding text for information on using a *Y* or *E* type lock.

Term Locks

A term lock is placed on the Fund Awards by Term window of the award form in the **Term Lock** field. A *Y* or an *E* lock may be placed in this field and will apply to only the term for which the lock has been placed. The term lock allows you to lock one term in the aid period, but not another. For example, if you have a student who attends a Fall/Spring aid period and is undergraduate Fall and graduate Spring, you can award the Fall as an undergraduate and lock the award, correctly update the spring grade level to graduate, and allow the process to remove the Pell award for the Spring only.

Note

Both fund and term locks may be used for all funds, however the *E* type lock works only for Pell funds. In addition, at this time, term locks on non-Pell funds work the same as fund locks. ■

Lock Functionality

- Packaging (RPEPKG) and Pell Awarding (RPEPELL) do not update awards with a fund lock of *Y* or *E* for Pell and non-Pell funds.
- Packaging (RPEPKG) and Pell Awarding (RPEPELL) do not update awards with a term lock of *Y* or *E* for Pell and non-Pell funds.
- Disbursement (RPEDISB) for non-Pell Funds always pay the locked value for a fund or term lock - whether the lock is *Y* or *E*.
- Disbursement (RPEDISB) for Pell with a fund or term lock of *Y* always pay the locked value.
- Disbursement (RPEDISB) for Pell with a fund or term lock of *E* adjust downward if the enrollment has dropped from the time the Pell was awarded.

Updating Award Amounts to Agree with Actual Disbursement Amounts

Use the procedure that follows if your institution needs to update the Pell awards to more accurately reflect the Pell disbursement amounts.

The Pell Calculation Process (RPEPELL) may be re-run with the same enrollment option as disbursement to more accurately reflect what has been paid. This allows any unused eligibility to be awarded to the student for the terms that follow.

1. Run the Pell Calculation Process (RPEPELL) with a set awarding enrollment option on the Packaging Options form (RPROPTS). Set the **Pell Award Enrollment Option** on the Pell Options window to default *Full Time*, use *Est. ISIR/FAFSA*, etc.
2. Run Disbursement (RPEDISB) with a set enrollment option for disbursement. Set the **Pell Disbursement Enrollment Option** on the Pell Options window of the Packaging Options form (RPROPTS) to *Adjusted Hours, Billing Hours* etc.
3. Institution's Drop/Add period is over, enrollment is stable.
4. Institution changes the **Pell Award Enrollment Option** on the Packaging Options form (RPROPTS) to match the **Pell Disbursement Enrollment Option** for a given term.
5. Institution runs RPEPELL. Now that enrollment is pulled from the same place for both awarding and disbursement, this allows for any unused Pell to be awarded to the student in a following term.

The above procedures allow for the following.

- A student is assigned a *Fall/Spring/Summer* aid period and the Pell award percent is 50/50/50 on either the RFRDEFA or RFRASCH form for the Pell fund.
- The **Pell Award Enrollment Option** on the Packaging Options form is set to *Default Full Time*. The Pell Awarding Process awards \$2025 Fall, \$2025 Spring and \$0 Summer.
- The student subsequently is enrolled half-time for Fall. The Disbursement Enrollment Option for Pell on the Packaging Options form is set to *Adjusted Hours*, so Disbursement uses Adjusted Hours. The Disbursement results are: Fall, part time, \$1013; Spring, full time, \$2025; and Summer, full time, pays remaining eligibility of \$1012 (assuming the **Pay Pell If Disbursement Amount Differs From Award Amount** field is set to *Always* or *Lesser*).

Note

Institutions that do not have a need to have award amounts match disbursement amounts may stop here. Schools that would like awards to more accurately reflect what is disbursed and show an award for summer may proceed. ■

- Update the **Pell Awarding Enrollment Option** on RPROPTS to *Adjusted Hours* (same as disbursement). Re-run RPEPELL, which awards Fall \$1013, Spring \$2025, and Summer \$1012.

Warning

Keep in mind that awarding and disbursement are snapshots of information at a point in time. Institutions must decide the best time for their institution to take these snapshots. For example an institution may setup Fall, Spring and Summer awarding for Pell using estimated Full Time enrollment. After drop/add for the Fall term, change the Fall Pell enrollment option to *Adjusted Hours* and re-run Pell (RPEPELL). After drop/add for the Spring term is over, adjust Pell awarding enrollment option to *Adjusted Hours* and re-run Pell. The same changes could be made for Summer. Also factor in if your institution freezes enrollment or not. **Note:** Some institutions may opt to change both Fall and Spring award options at the same time after drop/add for Spring and prior to the start of the Summer awarding cycle. ■

The award amount and the disbursement amount should now match unless the EFC, COA, or enrollment has changed between running the disbursement process and Pell. This is why it is important to check your school's enrollment freeze process.

The above process only changes the award amounts. The disbursement process will disburse funds per prior term-actual disbursement amounts. In other words, this allows the awarding process to allocate funds to the Summer term in the above example, but the disbursement process would pay the correct amount as long as RFRDEFA/RFRASCH is set up correctly and the **Pay Pell If Disbursement Amount Differs From Award Amount** field on the RPROPTS field is set to *A - Always disburse* or *L - Lesser*.

When identifying records, this Pell Awarding Process uses fund and term award locks. It does not adjust awards with the lock set to *Y* or *E*, nor term awards set to a *Y* or *E*. These were manual changes and the process will not overwrite such changes. Keep in mind disbursement will still pay based on lower enrollment and reallocate funds to a Summer term if the lock is set to *E*. This allows the correct amount to be disbursed while still maintaining an audit trail of the manual changes you made to a Pell award.

Reducing an Award for Pell Paid at Another School in the Same Aid Year

This functionality is similar to that used for Stafford loan funds. The only difference is that Pell uses percentages to determine the current institution's award amount.

For example, a student has Pell eligibility at their prior school of \$900. The student was paid \$450 at the prior school ($450 / 900 = 50\%$). The student used 50% of their Pell eligibility for the year. The new school does a professional judgment and the student now has Pell eligibility of \$4050. At the new school the student would be eligible for the 50% not used at the prior school ($100\% - 50\% = 50\%$). The student could receive up to \$2025 ($\$4050 \times 50\%$).

A check in the **Use NSLDS for Pell** field indicates that NSLDS Pell award information is used in the calculation of Pell awards. The Pell award is reduced by any NSLDS Pell Scheduled award percentages received at other schools in the Pell Calculation Process (RPEPELL) and the Disbursement Process (RPEDISB).

Once the **Use NSLDS for Pell** field is checked, the RPEPELL Process checks to see if any of the school codes listed in the **School Code** field of the Perkins Loan and Pell Payment Data window of the RNASLxx form matches the Pell ID at either the institution or campus level. If a match exists, the Pell award is calculated without factoring in the Pell award percentage. If a match does not exist, the assumption is that another school has paid a portion of the student Pell amount and the Pell calculation adjusts the Pell award downward to account for the percentage received at the other school.

Handling Less-Than-Half Time for Pell More Efficiently

Previously, the Pell calculation used existing **Default Less Than Half Time Pell COA** on the RPROPTS form and the **Less Than Half Time COA** field on the ROAPELL form when calculating Pell awards for students who were enrolled for less-than-half-time status in a term. These amounts were manually calculated and updated by the user on the Packaging Options (RPROPTS) and Applicant Pell Grant (ROAPELL) forms, respectively.

The calculation of Pell less-than-half-time budgets has been automated through the addition of a **Use for < ½ Pell** field on the Budget Components Validation form (RTVCOMP). With this indicator, you can specify which budget components from a student's full time Pell budget should be included in the calculation of their less-than-half-time COA.

If no components are identified on the Budget Components Validation form (RTVCOMP), and the **Use New Pell Less than Half Time Calculation** indicator is not checked on the ROAINST form, the process continues to look at the values on the Applicant Pell Grant form (ROAPELL), **Less Than Half Time COA**, and then **Default Less Than Half Time Pell COA** on the Packaging Options form (RPROPTS).



Warning

The **Pell Less than Half Time COA** is not be updated if the student's Pell award is locked with a value of Y or E. The same applies to a term lock of Y or E.

If you choose to have the system dynamically calculate the **Less than Half Time COA** the system enters this value into the **Less than Half Time COA** on ROAPELL. Any manual updates to this field are overwritten by the RPEPELL process, once any RTVCOMP component is checked. So once you decide to dynamically calculate the **Less than Half Time COA**, remember no manual updates may be made on ROAPELL. If you do not like the COA calculated you must update the budget on RBAABUD to allow for a correct calculation.

The RTVCOMP components are not be used by the RPEPELL Process if the indicator for **Less Than Half Time Pell** is not set on the ROAINST form.

Controlling when the Pell Calculation Process is Run

You can set an indicator to prevent the Pell Calculation Process (RPEPELL) from executing automatically, either for an individual student, a group of students, a campus, or an institution.

For example, you might want to run RPEPELL for continuing students, but delay running the process for new students for a period of time. In this example, use a population selection and the Batch Posting Process (RORBPST) to check/uncheck the **Prevent Automatic Pell Calculation** indicator. For an individual student, you may check/uncheck the Prevent **Automatic Pell Calculation** indicator on the Applicant Status form (ROASTAT).

Additionally, Pell processing may be controlled at the campus level. Some schools may have a campus that is strictly Graduate and therefore does not need Pell to run for that campus. The **Prevent Automatic Pell Calculation** indicator is updated for individual campuses through the Campus/EDE Defaults window on the Institutional Financial Aid Options form (ROAINST).

Finally, for a non-U.S. school you may choose to turn Pell off for the entire institution by checking the indicator in the Institutional Defaults window on the Institutional Financial Aid Options form (ROAINST).

The information that follows describes how the **Prevent Automatic Pell Calculation** indicator will impact the running of the Pell process if checked.

ROASTAT Student Level is Checked:

- the student will not be picked up in a batch run for RPEPELL
- the forms will not automatically run RPEPELL for this student
- running a Needs Analysis calculation will not run RPEPELL for this student
- if the student is in a population selection used with a batch run of RPEPELL, the process will calculate Pell for the student
- RPEPELL can be run directly from ROAIMMP for the student

ROAINST Campus Level is Checked:

- the students in this campus will not be picked up if RPEPELL is run in batch without a population selection
- the forms will not automatically run RPEPELL for students in this campus

- running a Needs Analysis calculation will not run RPEPELL for students in this campus
- if a student from this campus is in a population selection used with a batch run of RPEPELL, the process will calculate Pell for the student
- RPEPELL can be run directly from ROAIMMP for students in this campus and the process will calculate Pell for them.

ROAINST Institutional Level is Checked:

- all students will not be picked up if RPEPELL is run in batch without a population selection
- the forms will not automatically run RPEPELL for any student
- running a Needs Analysis calculation for any student will not run RPEPELL
- if a student is in a population selection used with running RPEPELL in batch, the process will calculate Pell for the student
- RPEPELL can be run directly from ROAIMMP for any student and the process will calculate Pell for them.

Setup Procedure for Multiple Pell Fund Codes

1. Set up separate Pell funds on RFRBASE.
2. Set up the default Pell code in the **Pell Fund Code** field on the Defaults window of the Institution Financial Aid Options form (ROAINST).
3. Identify which campuses have a Pell fund code different from the default and populate the correct campus with the corresponding Pell code in the **Pell Fund Code** field on the Campus/EDE Defaults Window of the Institution Financial Aid Options form (ROAINST).
4. Create and review carefully any special award schedules for Pell on RFRASCH.

Note

Keep in mind if a student is assigned multiple Pell fund codes within an aid year, the default award schedule is used. Review RPEPELL and RPEDISB documentation. ■

5. Once students are assigned to a specific campus and RPEPELL is re-run, the process automatically awards the correct Pell fund code for each term for the student.

6. Disbursement does not determine which Pell fund code is assigned as this is done in awarding (RPEPELL). Remember that if a student changes campuses, you must re-run RPEPELL to get the new campus Pell fund code to award.

 **Note**

If you setup multiple Pell fund codes on RFRBASE you must go back to prior years and populate the ROAINST form with the Pell Fund code used for those years in the Institutional Defaults Window. This is necessary because RFRBASE is not an aid year specific form. Otherwise if you attempt to recalculate Pell for the prior years you will get the following error message: *Cannot Determine Default Pell Fund Code.* ■

Pell Process (RPEPELL) for Pell Processing

The following functionality is included with Pell/Multiple Pell fund codes.

Option to Delete Zero Pell Awards.

Previously, once a Pell award existed for a student, the RPEPELL process would not remove the award records from Banner, even if a recalculation resulted in a zero dollar award amount.

The **Delete Pell Award If Zero** field in the Pell Options window of the RPROPTS form now allows you to have RPEPELL delete awards if the awards are reduced to zero by RPEPELL. This option controls the deletion of award records when a Pell award is reduced to zero -- whether a school uses a single Pell code or multiple Pell fund codes.

If the option is checked and the Pell award record is reduced to zero AND the following are all true:

- the award memo amount is null,
- the authorized amount is null,
- the paid amounts are null,
- the award is not locked,
- the award has no term locks set,
- no Origination record was created for the award,

then the award records on the award forms (RPRAWRD, RPRATRM, RPRADSB) are deleted for that award. Otherwise, the award records remain in Banner.

 **Note**

There is one exception to the **Delete Pell Award If Zero** checkbox. Even when this new indicator is checked (delete \$0 Pell awards), if a \$0 Pell award is created as a result of an NSLDS default, then the \$0 Pell award

remains on the student's award. This allows you to override on a term-by-term basis the NSLDS default, if appropriate. ■

Recognizing Co-Existence of Multiple Pells For Same Student Simultaneously.

The RPEPELL process recognizes the co-existence of multiple Pell funds on the same student at the same time. The RPEPELL process combines the totals of any funds where the Federal Fund ID is *PELL*. This means that if a student has two different Pell awards on their account simultaneously, the RPEPELL process totals the awards together for determining the correct amount for each term as well as for the entire year.

Multiple Pell award fund codes may exist for a student in an aid year. However, for any term within that aid year, no more than one of those Pell awards will be allowed to have a non-zero offer amount.

If multiple Pell Fund codes exist, the process to determine the appropriate Pell fund code to be assigned follows the same hierarchy to be used when determining which Pell rules to use when originating Pell records. This hierarchy is as follows:

1. Look to the General student record (SGBSTDN) to see in which campus the student is enrolled.
2. If a Pell fund code has been added to the Campus/EDE Defaults window of ROAINST for the student's campus, use that Pell fund.
3. If that campus does not have a Pell fund code defined on the Campus/EDE Defaults window, use the default Pell fund.
4. If the school does not define a default Pell fund code on ROBINST, and there are multiple Pell funds, do not award Pell. Instead, an error message prints to the log file indicating that the Pell fund to be used cannot be determined.
5. However, if there is only one Pell fund defined on RFRBASE, award that fund to all students who are eligible for Pell, as the process has always done in the past.

The above allows for students who have applied for admission but have not yet been admitted to a campus to be awarded the default Pell. Once the student has been admitted to a specific campus and RPEPELL is re-run, the Pell fund code for the assigned campus is now awarded and the default Pell fund code is zeroed out. If the **Delete Pell Award If Zero** is set to Y, the default fund is removed.

Locked Records

Fund or term locks still prevent changes to Pell award records. If a term lock exists, the terms that are not locked may be awarded a different Pell fund code, which will result in a \$0 award amount for the locked term for the new Pell fund code. The non-zero award for the locked term remains under the prior Pell fund code.

Rounding Option

If only one Pell fund code exists, the rounding option selected for that fund code on RFRMGMT is utilized. If multiple Pell fund codes exist, the rounding option selected is the rounding option on RFRMGMT for the default Pell fund code from ROAINST.

Offered or Auto Accepted

Offered or Auto Accept status is reviewed on a term-by-term basis per the fund code rules setup on RFRMGMT for the Pell Fund Code awarded for that term.

Award Schedules

If only one Pell fund code exists, the RFRASCH schedule from that fund code is used if it exists -- otherwise RFRDEFA. If multiple Pell fund codes exist for the aid period, the RFRASCH schedule is used for the default **Pell Fund Code** on ROAINST -- otherwise RFRDEFA.

Award Change Letter Indicator

If no Pell previously existed on the student award, but one or more is now being created and any of the Pell fund codes for this student have award letter indicators set to Y, the RORSTAT Award Letter flag is set to Y.

If a Pell award previously existed for the student, and the new total award amount for all Pell fund codes is different from the previous total award amount for all Pell funds, and if any previous or new fund codes has the award letter indicator set to Y, the Award Letter flag is set to Y.

Finally, if the Pell award previously existed for the student, but the Pell award now rejects, and any of the fund code award letter indicators is set to Y, the student Award Letter flag is updated to Y.

Disbursement Process (RPEDISB) for Pell Processing

Disbursement functionality for Pell / Multiple Pell fund codes is as follows.

Recognizing Multiple Pell Funds

The process combines the total of any funds with a Federal Fund ID of *PELL*. This means, for example, if a student has two different Pell awards on their account simultaneously, the process totals the awards for determining the correct amount for each term as well as for the entire year.

Note

The Disbursement Process does not try to determine the correct Pell fund to use for the student based on which campus he attends, but instead pays whichever Pell fund code is awarded for the student for that term. RPEPELL determines which Pell fund to use, not RPEDISB. ■

Back Out of Memo, Authorizations, and Disbursements

Support for multiple Pell funds requires that the same student cannot have two different Pell funds in any state of payment (memo, authorization, or paid) in the same term simultaneously. It is possible, however, that a student may be having aid reversed or backed out at the same time the school wants to disburse a different Pell fund.

The disbursement process backs out memos, authorizations, and disbursements for Pell awards whose term award has been reduced to zero, regardless of any Pell disbursement option settings on RPROPTS. Pell awards with a zero term offer amount are processed before Pell awards with non-zero term offer amounts. This ensures that disbursements back out correctly, prior to attempting disbursement on the new Pell award.

In order for the disbursement process to work correctly, schools that disburse aid awards by fund must include all Pell funds in the same run of the disbursement process. This permits the back out of memo, authorization, and payment amounts for term awards that have been reduced to zero, so that new, non-zero term award amounts can disburse.

Use Disbursement Enrollment Edits for Memo Option

For Pell Processing -- regardless of how the **Use Disbursement Enrollment Edits for Memo** field is set -- the RPEDISB process treats the **Use Disbursement Enrollment Edits for Memo** as (checked) *Y* for Pell. This prevents Pell from overawarding when memoing, authorizing, and disbursing. This is done for one Pell fund code as well as multiple Pell fund codes. When no registration records exist for a student for a particular term, the disbursement process will create a memo for Pell using the term's Pell Award Enrollment options which are set up on the RPROPTS form.

RPEDISB Process Reports.

The Disbursement Reports use the Award Fund Code for all reports for all funds. This allows each Pell fund code to be listed separately on the reports.

Pell Processes

This section provides you with a description of each process and report that is associated with calculating Pell. It is important to remember that the Pell award is calculated both at the time of awarding and at the time of disbursement. These two calculations are then compared, and based on your option in the **Pay Pell If Disbursement Amount Differs From Award Amount** field in the Pell Options window of the Packaging Options form (RPROPTS), determines how much Pell to disburse to the student. The options for this field are as follows.

Never — will not disburse any Pell Funds if the award amount and the calculated disbursement amount differ.

Lesser Amount — will pay the lesser of the award amount or the calculated disbursement amount.

Always Disburse — will always pay the calculated disbursement amount.

Essentially the calculation is the same at the time of awarding as it is at the time of disbursement, but the process uses enrollment as a separate option for awarding and disbursement. The process may or may not be calculating with different enrollment levels since the calculation is dependent on your **Pell Award Enrollment Option** and **Pell Disbursement Enrollment Option** in the Pell Options window of the Packaging Options form (RPROPTS).

For example, many standard full-time schools may choose to award with a default of *Full Time*, yet will only disburse with *Billing* or *Adjusted Hours*. Review the options for your institution and review the preceding *Updating Award Amounts to agree with Actual Disbursement Amounts* section. This section discusses how to change your enrollment options at specific times of the year to ensure that both awarding and disbursement ultimately utilize the same enrollment option.

Pell Calculation Process (RPEPELL)

The Pell Calculation process performs the following functions:

- Calculates a Pell award based on the Pell Grant Payment Schedule table (RORPELL) or the Pell Grant Alternate Payment Schedule table (RORAPEL). Pell awards are calculated outside of the normal Packaging process, due to their special requirements.

- This process uses the enrollment option for awarding on the RPROPTS form. The Attending Hours will be calculated for the number of hours which the student is attending if Use Attending hours has been indicated on the RFRMGMT form.
- Online, the Pell Awarding process is performed whenever the Pell EFC, the Pell budget, the estimated enrollment level, or the aid period changes for an applicant — unless the Prevent Pell Calc field is checked on the ROAINST or ROASTAT form.
- In batch mode, all applicants with records on the Applicant Status table (RORSTAT) will be processed.
- The Pell award may be auto-accepted on RFRMGMT, or may be accepted once a SAR is received. Once a valid SAR Certified date is entered on ROAPELL, the offered Pell grant will be accepted. A Pell award cannot be accepted manually.

Note

Parameters are automatically created by the forms that call this process (RBAABUD, RNANAx, RNAOVxx, RNARSxx, RNASUxx, RNAVRxx, ROAIMMP, ROAPELL), or are created manually through the GJAPCTL form. ■

Refer to the Reports and Processes Chapter of this User Guide for further information regarding the Pell Calculation Process (RPEPELL).

Pell Grant Award Calculation

The Pell Grant Award Calculation section provides you with the Pell awarding calculations and demonstrates the calculations with examples using Banner.

Pell Grant calculations are based on the Pell Grant Schedule published by the Department of Education for determining scheduled awards for the award period. These payment amounts change for each award year but are always determined by the full-time Cost of Attendance and Expected Family Contribution grid. The contents of this grid are stored in the Banner RORPELL table or Banner RORAPEL table for Alternate Pell Payments and used in Pell Grant award and disbursement calculations.

Note

Alternate Pell Schedule functionality has been disabled - beginning with the 2007-2008 and 2008-2009 aid years. ■

Pell award enrollment is determined by the enrollment option for awarding on the RPROPTS form. The enrollment is also determined based on the enrollment hours the student is currently attending if the Use Attending hours indicator has been selected on the RFRMGMT form.

Pell Grant Award Calculation

The Pell Grant award is calculated within Banner in the following manner.

1. Maximum Dollar Award for Aid Period

(Pell Full Year Pct field on the RTVAPRD form) x (Full-Time, Full Year Scheduled Amount)

2. Term Amount

(Pell Award Percent field for the term on the RFRDEFA or RFRASCH form) x (term enrollment full year amount x Pell Full Year Pct amount on the RTVAPRD form)

3. Remaining Pell Dollars

Maximum Dollar Award for Aid Period - Prior Term Award(s)

4. Term Award

Lesser of Term Amount and Remaining Pell Dollars

Example

Aid Period: Fall/Spring/Summer. **Pell Full Year Percent** field on RTVAPRD = 100%

Pell Award Percent field on RFRDEFA = 50% Fall; 50% Spring; 50% Summer

Student Packaged using Full Time Estimate on RPROPTS

EFC = 0

Full Time Pell = 4050

$\frac{3}{4}$ Pell = \$3038

$\frac{1}{2}$ Pell = 2025

Maximum \$award for aid period:

$100\% \times 4050 = 4050$ (a)

Fall Term Award Calculation:

$50\% \times 4050 = 2025$ (b)

4050 (a) - 0 = 4050 (c)

lesser of 2025 (b) or 4050 (c) = (d)

d = term award 2025

Spring Term Award Calculation:

$50\% \times 4050 = 2025$ (b)

4050 (a) - $2025 = 2025$ (c)

lesser of 2025 (b) or 2025 (c) = (d)

d = term award 2025

Summer Term Award Calculation:

$50\% \times 4050 = 2025$ (b)

4050 (a) - $4050 = 0$ (c)

lesser of 2025 (b) or 0 (c) = (d)

d = term award 0

****Total Initial Award for the aid period is \$4050 (\$2025 for Fall, \$2025 for Spring, and \$0 for Summer)****

Example #1 (continued)

Student above actually registers for $\frac{3}{4}$ Time Fall, Full-Time Spring, & wants to register for Summer next week. The student is paid Pell based on the adjusted hours and receives \$1519 for Fall & \$2025 for Spring

School Changes Awarding Option for Pell on RPROPTS to Adjusted Hours for Fall & Spring. This will allow any unused Pell from the Fall and Spring terms to be calculated and awarded for the Summer term. When RPEPELL is performed the Pell Award for the student is adjusted accordingly.

Maximum \$award for aid period:

$100\% \times 4050 = 4050$ (a)

Fall Term Award Calculation:

$50\% \times 3038 = 1519$ (b)

4050 (a) - $0 = 4050$ (c)

lesser of 1519 (b) or 4050 (c) = (d)

d = adjusted term award 1519

Spring Term Award Calculation:

$$50\% \times 4050 = 2025 \text{ (b)}$$

$$4050 \text{ (a)} - 1519 = 2531 \text{ (c)}$$

lesser of 2025 (b) or 2531 (c) = (d)

d = adjusted term award 2025

Summer Term Award Calculation:

$$50\% \times 4050 = 2025 \text{ (b)}$$

$$4050 \text{ (a)} - 3544 = 506 \text{ (c)}$$

lesser of 2025 (b) or 506 (c) = (d)

d = adjusted term award 506

****Total Adjusted Award for the aid period is now \$4050 (\$1519 for Fall, \$2025 for Spring, and \$506 for Summer)****

Pell Grant Disbursement Calculation

All normal Pell Grant calculations are based on the Pell Grant Schedule published by the Department of Education for determining full-time scheduled awards for the award period. These payment amounts change for each award year but are always determined by the full-time Cost of Attendance and Expected Family Contribution grid. The contents of this grid are stored in the Banner RORPELL table or Banner RORAPEL table for Alternate Pell Payments and used in Pell Grant award and disbursement calculations.

Note

Alternate Pell Schedule functionality has been disabled - beginning with the 2007-2008 and 2008-2009 aid years. ■

You will notice that the Pell Disbursement Calculation is very similar to the Pell Awarding Calculation. The Pell Grant disbursement is calculated within Banner in the following manner.

1. *Full Year Maximum Dollar Amount*

(**Pell Full Year Percent** field on the RTVAPRD form) x (Full-Time Full Year Scheduled Amount)

2. *Term Amount*

Pell Award Percent field on the RFRDEFA or RFRASCH form x Full Year maximum dollar amount per enrollment level = A

3. *B = Total paid amount for other terms in aid period (excluding term being disbursed)*

4. *Calculated Amount*

If $A + B > \text{Full Time Full Year award}$:

Calculated term amount = FTFY award - B

Otherwise

Calculated term award = A

Disbursement Example

Aid Period: Fall/Spring/Summer **Pell Full Year Percent** field on RTVAPRD = 100%

Pell Award Percent field on RFRDEFA = Fall 50%; Spring 50%; Summer 50%

The sum of the **Pell Award Percent** fields on the RFRDEFA or RFRASCH form = 100%

Disbursement Option on RPROPTS set to 'A'djusted Hours

Enrollment: $\frac{3}{4}$ Fall, FT Spring, FT Summer EFC = 0

Scheduled Pell: Full Time= 4050 $\frac{3}{4}$ Time = 3038 $\frac{1}{2}$ Time = 2025

Fall Term:

1. $100\% \times 4050 = 4050$
2. $50\% \times 3038 = 1519 = A$
3. $0 = B$
4. $1519 + 0$ is not > 4050

Fall Term Disbursement: \$1519.00

Spring Term:

1. $100\% \times \$4050 = 4050$
2. $50\% \times 4050 = 2025 = A$
3. $1519 = B$ (prior disbursements)
4. $2525 + 1519$ is not > 4050

Spring Term Disbursement: \$2025.00

Summer Term:

1. $100\% \times 4050 = 4050$
2. $50\% \times 4050 = 2025 = A$
3. $3544 = B$ (prior disbursements)
4. $2025 + 3544$ is > 4050

Therefore: Calculated term award = FTFY 4050 – (B) 3544 = 506

Summer Term Disbursement: \$506

Need Analysis and EDE Correction Logging

Banner stores changes to need analysis data in a special log table that can be used as an audit trail. The same method of logging is used for storing changes for EDE correction processing. To successfully log data changes for EDE, you must activate three levels of control switches:

- The first level is the institutional level. EDE correction logging must be activated by checking the appropriate option on the Institution Financial Aid Options form (ROAINST) for the aid year.
- The ROAINST option controls the default value for the EDE Correction switch in the Key Block section of the Need Analysis form (RNANAxX). This switch must also be set to Yes in order to log changes for Pell EDE.

If you do not log the changes, this flag must be set to *N* each time upon entering the RNANAxX form.

- The third level is the individual field level. This is the EDE correction indicator on the Data Log Rules form (RORDATA) for the field that is being changed.



Warning

This is delivered data by SunGard Higher Education, and should not be changed by the user. ■



Note

For example, if you set the default value on ROAINST = Y, and you do not wish to log changes for a particular student, set the flag = *N* in the Key Block of RNANAxX. However, if the value on ROAINST = *N*, no EDE changes will be logged. ■

Under this method of logging Need Analysis or Pell corrections, the form stores the changes in temporary tables (that is, RLRAPP1, RLRAPP2, RLRAPP3, RLRAPP4,

RLRSTAT). You must run another process to move the data from the temporary log tables to the permanent log tables (ROBALOG). You must use the RLRLOGG process. Once this process is completed, the changes can be viewed on either the Applicant Data Log form (ROIALOG) or the Data Log Inquiry form (ROILOG). Execute the REBCDxx Process to create the EDE correction file after you move the data to the permanent log tables.

The date/time stamp on the audit log record is the date and time that the information was changed if it is data from the RCRAPP1 or RORSTAT tables. It is the date/time that the RLBLOGG process was run if the changed data was from the RCRAPP2 table.



Warning

SunGard Higher Education delivers the settings on RORDATA each year according to which fields can have changes reported and those that cannot. It is recommended that users do not alter any settings on the RORDATA form. ■

The Applicant Data Log Application form (ROAALOG) allows schools to resend EDE corrections that were rejected simply by setting a checkbox. When this checkbox (Resend) is set and saved, it triggers the nulling out of the ROBALOG_EDE_DATE_SENT field when you commit.

You can only use this checkbox when PELL_CORRECTION has a value of Y.



Note

Batch Ind, Change Status, Rej Code and Description are *not* used in conjunction with EDE Corrections processing.

This form can also be used for Direct Loans. ■

Processing EDE Corrections

To create correction records for EDE, you must activate Pell corrections on the Institutional Options form (ROAINST). To complete the logging process for need analysis changes you also must run the RLRLOGG process. Pell corrections pending submission to the Central Processing System (CPS) can be displayed on the ISIR Correction/Request form (REACORR). Unnecessary corrections can be deleted here and missing or incorrect Pell IDs can be changed. The actual data that you send to the CPS cannot be changed on this form. The ISIR Request window of the REACORR form can be used to request duplicate ISIRs for individual students and also to report Institution Changes. All three types of changes - History Corrections, Institution Changes, and Duplicate Requests - are handled by the REBCDxx process.

The ROAALOG form can also be used to flag EDE corrections that have been previously extracted that for some reason must be resubmitted. By setting the **Resend** checkbox on this form, this EDE data will again be logged as a correction and extracted to be sent the next time the REBCDxx process is run.

REBCDxx will create an output file if necessary; CORRxxIN.DAT will contain the history corrections, and duplicate ISIR requests, if any are ready to process. This filename matches the default filename used by the Title IV WAN communications software (EdConnect).

To run REBCDxx, you must use Job Submission to enter your parameters. They include:

Parameter		Value
01	Aid Year Code	Current Aid Year
02	Resend Prev Processed Records	Allows you to include previously transmitted corrections
03	Resend for Prior Date	If previous parameter is Y, identifies which ones to resend
04	Application ID	General area for which the selection ID was defined
05	Selection ID	Code identifying the sub-population being worked with
06	Creator ID	ID of the person creating sub-population rules
07	User ID	ID of the person using the sub-population rules
08	Resend for Prior Date/Hour	
09	Resend for Prior Date/Minute	
10	Send with Discrepant Trans #'s	Send corrections when current ISIR Trans # differs from number on Applicant status
11	Destination ID	The last five characters of the alternate TG# if different than TG# listed on ROAINST.

After the program has completed you need to transfer the output file, corrxin.dat, from your mainframe to your PC by using a transfer utility that will not change the file's contents. If you use Kermit, you typically use the binary file transfer option. If you use FTP, you typically also use the binary option.

Methodology Specific Changes

Methodology-specific changes as handled on the Applicant Need Analysis Override window of the Applicant Override form (RNAOVxx) are as follows. Regardless of your preferred methodology (IM or FM), you can override the IM or FM formulas. Both columns are always displayed and you can select any combination. If both methodologies are selected, you will get the same results as if you had just made the change once on the Applicant Need Analysis form (RNANAx), which by default affects all formulas.

Setting a Student's Dependency Codes

Most fields in the Applicant Override Information section of the Applicant Override form are used as inputs to the INAS calculation. That is, the value of the field controls how INAS performs some of its calculations. INAS must be run for the override to cause a change in the results of the need analysis process.

The **Dependency Override** field will directly change the student's dependency status as stored in the Banner database. There are two database fields that identify a student's dependency status:

- RCRAPP2_C_DEPEND_STATUS field can contain a value from 1 to 8 where 1 = Independent, 2 = Dependent, 3 = (Not used), 4 = Independent (documentation needed), 5 = Independent due to professional judgement, 6 = Dependent due to prior year data, 7 = Dependent rejected, and 8 = Independent rejected.
- RCRAPP2_MODEL_CDE field can contain a D for dependent or an I for independent.

If you enter an *I* for the **Change Dependency** field on the Override form, Banner will set RCRAPP2_C_DEPEND_STATUS to 1 and RCRAPP2_MODEL_CDE to I. If you enter a *D* on the Override form, Banner will set RCRAPP2_C_DEPEND_STATUS to 2 and RCRAPP2_MODEL_CDE to D.

The value will still be used as an override to INAS so the student's dependency status will not change regardless of how the student answered the dependency questions on the application. If there is no override present and the computed dependency status loaded in from a *CSS tape* is not a 5 or 6, INAS will determine the student's dependency status based on the applicant's responses to the dependency questions.

Selecting a Student's Dependency Status

Most Financial Aid forms display a student's dependency status as either *I* for independent or *D* for dependent. However, there are two database fields that contain a student's dependency status. The value in `RCRAPP2_C_DEPEND_STATUS` is a number from 1 to 8 or null. Financial Aid always converts the number to the more common *I* or *D*. The value stored in the field `RCRAPP2_MODEL_CDE` is a *D* for dependent students and an *I* for independent students. If you want to use the student's dependency status in a selection statement to identify dependent students (which is done frequently), you could write a statement such as:

```
RCRAPP2_C_DEPEND_STATUS is (2,6,7) OR  
RCRAPP2_C_DEPEND_STATUS is null
```

Or you could use the following statement:

```
RCRAPP2_MODEL_CDE = D
```

The `RCRAPP2_MODEL_CDE` field is set to *I* when

`RCRAPP2_C_DEPEND_STATUS` equals a 1, 4, 5, or 8. The `RCRAPP2_MODEL_CDE` is set to *D* when

`RCRAPP2_C_DEPEND_STATUS` equals a 2, 6, 7, or null.

This is performed at Data Load time, after INAS, and when dependency is changed on the override form. These are the only ways to set or change a dependency status.

EFC Proration

There are two ways to perform an adjustment to the EFC for students not attending a standard nine-month academic year. One method is to change the student's budget duration on the Override form (RNAOVxx) and perform a new INAS calculation. INAS will then calculate a new PC and SC using strict Federal Methodology rules for a student attending more or less than the standard nine-month school year.

Another method is to have Banner perform a proration based on the percent of year for the student's aid period. This option is activated/deactivated on the Institutional Financial Aid Options form (ROAINST). If this option is activated, Banner multiplies the student's PC and SC by the percent of year for the student's aid period (displayed and updated on the Applicant Budget form [RBAABUD]). For example, a student attending only 50% of the year will have his PC and SC halved. Since this method of EFC proration may not meet

strict Federal Methodology rules, you should use your own interpretation of Department of Education regulations when selecting a method for prorating EFC.

 **Warning**

When selecting a method of EFC proration, you should use one method *or* the other. For example, if you plan to adjust any student's budget duration as an override, then your institutional option should be set to not perform system EFC proration. You should never use both methods at the same time. This would result in double proration which will always be wrong. ■

When Banner performs an EFC proration, it takes the stored contributions in the RCRAPP4 table, multiplies them by the percent of year for the student's aid period, and stores the new values in fields in the RCRAPP2 table. Using this approach, the RCRAPP4 values always represent the full 100% results and the RCRAPP2 values always represent the prorated results. The contributions displayed on the Need Analysis form (RNARSxx) are the prorated values from the RCRAPP2 table. The contributions displayed on the Calculated Need Analysis Detail Inquiry form (RNINAIQ) are the full 100% values from the RCRAPP4 table.

If you use system EFC proration, you should always lock the SC and PC whenever you manually adjust either contribution with professional judgement, even if you will never perform a new INAS calculation. This is because changing the student's aid period can also change the contributions. If the contributions are not locked and the student's aid period changes, then Banner EFC proration will be applied to the old, unadjusted contributions. If the contributions are locked, changing the student's aid period will not prorate the contributions.

Values are placed in the RCRAPP4 table during Data Load and by INAS. Even if the option to perform EFC proration is checked, it cannot be done unless there are RCRAPP4 values to prorate. In order to use system EFC proration with manually created records, you must perform an INAS calculation after the need analysis information is entered.

Estimated vs Official Contributions

When the Need Analysis calculation encounters any of the federal reject conditions, the corresponding contributions are labeled as *Estimated* rather than *Official* results. Federal regulations prohibit the disbursement of Title IV funds to students until their need has been computed based on official results. There is no such prohibition against packaging with estimated results. Banner Financial Aid includes a user-defined option (RPROPTS) to control whether to permit students to be packaged when their contributions are estimated rather than official. There is no similar option for disbursement. The following rule could be used to prevent the disbursement of a non-Title IV fund to students with estimated contributions:

```
((RCRAPP2_MODEL_CDE = I AND  
RCRAPP2_C_1_CTRB_OFFL_EST = 1) OR  
(RCRAPP2_MODEL_CDE = D AND  
RCRAPP2_C_PAR_1_CTRB_OFFL_EST = 1 AND  
RCRAPP2_C_1_CTRB_OFFL_EST = 1)) AND  
RCRAPP1_CURR_REC_IND = Y
```

Recalculate Need Analysis Indicator Functionality Updates

The Recalculate Need Analysis Indicator (**Recalc**) is set to *Y* when a current record has been changed, or when the Date of Birth (DOB) has been changed. The **Recalc** field displays in the Applicant Status Summary window of many forms throughout Banner. The **Need Analysis Calculation** field on the Applicant Immediate Process form (ROAIMMP) displays a Current Status value of *Waiting* if the **Recalc** field is set to *Y* for the ID and aid year. The **Current Status** indicator for the **Need Analysis Calculation** field is blank if the **Recalc** indicator is set to *N*.

Since you can change a record and then move this record to a non-current record without running INAS, changing this same record back to a current record sets the **Recalc** indicator to a *Y* since INAS has not been run since changes were committed to this record.

For this reason, Banner sets the **Recalc** indicator to *Y* every time a current record is changed on the RNAOVxx form. A DOB change may impact the bottom line INAS results in some cases. Therefore, a change to this field also sets the **Recalc** indicator to *Y*. This field is also set depending on the parameters used during Data Load.

Requirements Tracking Procedures

Requirements Tracking Implementation

1. Define your tracking requirement codes on the Requirements Tracking Validation form (RTVTREQ).

Think about the types of codes (that is, documents/requirements) that you would use in your office. Examples might include: institutional applications, tax returns, verification statements, loan applications, and so on.

2. Define your tracking requirement status codes on the Requirements Tracking Status Validation form (RTVTRST).

Think about different codes you would use to establish or satisfy a requirement, or to track a document through a procedure. Examples might include: received, waived, established, satisfied, cancelled, received incomplete.

3. Define your tracking groups on the Requirements Tracking Group Validation form (RTVTGRP).

Think of all possible groups or combinations of students who may require a different set of documents. Examples might include variations of graduate vs. undergraduate documents, selected for verification documents, independent vs. dependent verification groups, and so on.

4. Develop tracking group requirements for each group on the Requirements Tracking Group/Requirements Rules form (RRRGREQ).

Indicate which documents are required for each specific tracking group. You can change your defaults for a specific code from the defaults you indicated on the RTVTREQ for the code. These defaults will only be used if Banner brings in the requirements for the specific student. If the requirement is entered manually and the manually entered code is not defined in the student's particular tracking group, the default from the RTVTREQ table will appear.

5. Develop tracking group rules associated with each group on the Financial Aid Selection Rules form (RORRULE).

Assign criteria for placing applicants into tracking groups. Use the standard Banner data element dictionary table. Selection criteria may come from Banner Student, Financial Aid, or any other installed Banner system.

6. Develop specific messages for each tracking code, if desired, on the Message Rules form (RORMESG).

Budgeting Procedures

Budget Implementation

1. Access the Aid Year Inquiry form (ROIAIDY) to see all the valid aid years defined on the ROAINST form.
2. Define valid aid periods on the Aid Period Validation form (RTVAPRD). Decide what your 100% aid period will be: for example, a nine-month period, a twelve-month period, or another. Define the percentage of EFC that will apply to the 100% full year.

Add other aid periods with their appropriate full-year percents and percentages of EFCs.

 **Note**

The aid period code which represents the standard nine-month school year should always be the one identified as the 100% of year code. Any other aid period should use this one as its reference point.

For example, a semester-based school should use the aid period which represents the Fall and Spring semesters as its 100% of year aid period rather than one that represents Fall, Spring, and Summer. If the Fall, Spring, and Summer aid period is used as the 100% period, and the Fall/Spring period is 80% of a full year, then all students in the Fall/Spring aid period will have their Pell grants multiplied by 80% even though these students are eligible for a full grant.

In this example, the Fall, Spring, and Summer period could be defined as 120% of a full year. Students in this aid period will have their Pell grants multiplied by 120%, but as the amount will be limited to the amount of the grant in the payment schedule, the grant will never exceed 100%. ■

3. Define valid terms within aid periods on the Aid Period/Term Rules form (RORTPRD).

For each aid period you defined in Step 1, you must now define the valid terms within each aid period. Refer to the Term Validation form (STVTERM) for terms already set up in Banner Student.

 **Note**

The **Term** field of the RORTPRD will access a view of STVTERM through the List function. ■

4. Define all valid budget components on the Budget Component Validation form (RTVCOMP).

Review all of the possible budget components which you use in budget development. The default indicator allows you to specify whether the component should be automatically included in all budget groups when you define components within groups on RBRCOMP.

If the budget component should be used to determine eligibility for the Alternate Pell Schedule, check that box (that is, determine low tuition and fees).

 **Note**

Alternate Pell Schedule functionality has been disabled - beginning with the 2007-2008 and 2008-2009 aid years. ■

5. Define all valid budget types on the Budget Group Validation form (RTVBGRP).

Review all of the valid budget types and indicate whether they are Campus, Institutional, Pell, State, or some other budget. For example, for each budget type, which Expected Family Contribution should be used, Federal or Institutional?

6. Define all valid budget groups on the Budget Group Validation form (RTVBGRP).

Think about all the combinations of budget groups you use. Assign a grouping priority to each budget group.

 **Note**

The lower the number, the higher the priority. You want to assign the priorities so that the most populated budget group has the highest priority. Doing so helps in the efficiency of the grouping process. ■

7. Define the valid budget types within groups on the Budget Group/Type Rules form (RBRGTYP).

For each budget type, specify which budget types would be valid (for example, for a graduate budget, Pell would not be a valid type). The default indicator defines which of the valid types should be created for students in this group, in addition to the Pell budget (if Pell is a valid budget type for the group).

8. Define budget components and the amounts associated with them for each budget group on the Budget Component Rules form (RBRCOMP).

In this step you first need to define your 100% budgets for each combination of group, type, and period. Then, if desired, use the Create Record function to default in components based on varying percentages of full year.

 **Note**

You can define the components here or the components can be defaulted with the prorated amounts into the applicant's budget record based on the aid period. ■

9. Use the Budget Inquiry form to view the combinations of budgets you have defined.
10. Define the group selection rules for each budget group on the Financial Aid Selection Rules form (RORRULE).
11. Using elements from Banner, create selection rules based on the group definition. As an example, for an undergraduate, in-state, on-campus student, your selection criteria would look for these characteristics in order to group the student.
12. Use the Group Inquiry form (ROIGRPI) to view the budget groups which have group selection rules associated with them and the number of students which have been assigned to each group.

13. Assign explanatory messages to respective budget group message codes that you want to display on communications to the applicant on the Message Rules form (RORMESG).

Satisfactory Academic Progress (SAP) Processing

This process focuses on automation to meet the following objectives:

- Reduce the degree of end-user intervention in the SAP process
- Promote integration between student records and financial aid
- Provide functionality to accommodate user-defined SAP policies

This lets you use a group assignment-like process within Banner to assign SAP codes to student records, along with the automatic posting of a letter code to the GURMAIL Table for use in Letter Generation. There is also flexibility allowed in the definition for which fund sources the user can restrict packaging and disbursement activity.

The functionality that is available with the RORRULE form to write both simple and complex rules lends itself directly to the Satisfactory Academic Progress process. You can write your own rules for as many different SAP codes as needed in either the expert or simple mode on the RORRULE form. These rules are used by the SAP process to assign SAP status codes automatically to the student record.

Satisfactory Academic Progress data is kept on a term-by-term basis and stored in the RORSAPR table.

SAP forms

The following forms are used in SAP processing.

Satisfactory Academic Progress Validation form (RTVSAPR)

The primary sort order on this form is defined with the SAP Status Code **Priority** field. This is the same basic format as that on the Group Assignment Validation forms and the functionality is almost the same, with the lowest number (1- 999) representing the highest priority. This means that the rules will be analyzed by Banner in the order of their priority codes.

While this form operates much like the RTVTGRP, RTVBGRP, and RTVPGRP forms, the output is not a group code, but rather an SAP status assigned to the student for a specific term. The SAP process does not use the Group Assignment Process of RORGRPS, but instead has its own unique process - the SAP Assignment Process (ROPSAPR).

When you create a new SAP status code, a priority code with a value of *1* is created as the default; you can update this field at that time. If you plan on using the ROPSAPR process, you must assign a priority code to all SAP status codes.

 **Note**

The primary sort on this form is priority code. If no priority code exists, it will sort on the SAP status code. Those with priority codes will come before those without. ■

The **Letter Code** field is validated against the Letter Code Validation form (GTVLETR). This field allows for the association of a letter code to an SAP status and is optional. If the student is assigned that SAP status, a pending letter is posted to the GURMAIL table automatically. This only occurs if the SAP status was determined through the SAP Assignment Process (ROPSAPR) or the SAP status is being updated through Batch Posting. Pending letters will not be created automatically if a SAP status code is posted manually, updated manually, or is posted through any other mechanism such as PL/SQL.

 **Note**

Only one pending letter will be created for any specific letter. Until that letter code has been printed, the same letter will not be posted as pending for the same aid year. However, other pending letters can be created at the same time for different letter codes. ■

The **Message Number** field for Web and Voice Response access is optional.

The **SAP Status Code** field, which is six positions in length, provides you with flexibility in the definition of these codes and allows you to make the codes meaningful. For example, a PROB1 value might represent the 1st Probation, while PROB2 might represent the 2nd probation, or you could use P1 and P2. The objective is to provide flexibility to define an SAP status with more meaning for the user. All related processes and all forms that store an SAP status have been modified to accommodate this longer field length.

The RTVSAPR form contains an options list of *Which Aid* can be attached to each SAP status to prevent packaging and/or disbursement activities. These options, which are available via a drop-down list, include:

- None
- All Aid
- Title IV only
- All Federal Aid

Plus the additional options of (prevent packaging/prevent disbursement for):

- State only
- State and Federal
- State and Title IV

- Institutional only
- Institutional and State
- Institutional and Federal
- Institutional and Title IV
- Institutional, State, and Title IV
- Institutional, State, and Federal (leaves Other Source code if any funds are defined)

Financial Aid Selection Rules form (RORRULE)

On the RORRULE form, the **Group Code** field becomes **SAP Code** when the **Rule Type** field is assigned a value of *S*. The ROPROLL process allows for the rules to be rolled from aid year to aid year. While it may be that a school's SAP rules do not change from year to year, in some cases they will. As a result, to allow for those situations where these rules do change, the aid year remains a part of the key for the rule, and the SAP rules will be treated as all others in rolling from aid year to aid year. If there are no changes, you can just continue processing, as the roll process now rolls the compiled versions of the rules from RORRULE to the new aid year.

If your institution calculates SAP status on a specific term results rather than cumulative results, the form will not automatically add the appropriate terminal variable of *:TERM*. You will need to add this variable at the end of the rule by using the Substitution button from the expert mode rules and selecting *:TERM*. This will then allow the *Calculate From* term value to replace this in the rules when they are executed. This works the same as the *:PIDM* and *:AIDY* values, except that you must manually add this to your rules when initially creating them. By using this variable (*:TERM*) you will not be required to hard code a term value into the rules and then make sure it is updated every time you want to run SAP for a different term.

Applicant Immediate Process form (ROAIMMP)

This form allows the assignment of a SAP status online. The process involves the use of two term codes. The first term code, *Calc From*, points the assignment process to the term from which you want to calculate the newest SAP status. This *Calc From* term code is required and automatically defaults the current term code as defined on the Institution Financial Aid Options form (ROAINST) and can be changed. Although this value is required, the field is only utilized by those rules which are term-specific and for those schools that perform a term-specific SAP calculation. This *Calc From* term code must belong to the aid year in the Key Block of the form. The validation on this term code will restrict the options to only those terms which exist in the aid year.

The second term code, *Effective*, which is also required, directs the process to the term in which to post the results (the **New SAP Status** on the ROASTAT form). The term for which the new SAP code is being posted will not be validated against the aid year in the Key Block of the form.

For example, suppose that it is the end of the Spring term and you want to determine SAP, and you want the result to be posted to the Fall term. The Spring term code (*Calc From*) would need to belong to the aid year in the Key Block of the form, while the Fall term, where the results will be posted (Effective term) would not need to belong to that year. The Effective term must be later than the Calculate From term. The validation on this term restricts the options to only those terms which are later than the Calc From term.

Logic within these terms prevents you from posting the results of the SAP calculation to the term for which the calculation was just done, or any prior term. In this way, the process ensures that you are posting the new SAP code to a term later than that from which the calculation originated. In other words, the form will make sure that you do not calculate the New SAP code from the spring term and then accidentally update the Spring SAP code, when you meant to update the Fall SAP code. This same logic applies to the parameters in job submission.

The SAP process on the ROAIMMP form differs from the other group assignments process for tracking, budgeting, and packaging. The SAP process uses the same process from online and from job submission to assign the SAP codes. The name of this process is ROPSAPR, or the SAP Assignment Process. Also, the only option for the **Action Indicator** is *I* (Immediate), therefore eliminating any need for the **Current Status** and **Completion Date** columns. Check the **SAP** field option to perform this calculation.

Applicant Status form (ROASTAT)

The Satisfactory Academic Progress block on the ROASTAT form displays the SAP code assignment process history and all related information for the student on a term-by-term basis. This form captures the following information.

The **Term** is the effective term code that was used by the ROAIMMP form (using the ROPSAPR Process) or as a parameter in job submission. The **Calculated SAP Status** is the status that the SAP Assignment Process determined the student qualified for at this point in time based on the rules from RORRULE.

However, the **New SAP Status** is the status that has gone through the additional translation process from the Satisfactory Academic Progress Translation Rules form (RORSTRF), if applicable. If the RORSTRF form is not used, the **New SAP Status** will always be the same as the **Calculated SAP Status**. The **Lock Indicator** field allows you to lock a new SAP status code from any further changes. You cannot update the calculated SAP Status with this form. Only the SAP Assignment Process can update the calculated SAP status.

The **Lock Indicator**, when set, prevents all manual and automated updates. You must remove the lock before any further updates are allowed. If a SAP status is not locked and there is another SAP calculation run for the same term, the old record is replaced with the latest result. In all cases, the **User ID** and **Activity Date** default into the appropriate fields.

The **Term**, **Calculated SAP Status**, and **New SAP Status** fields utilize the List of Values function, which allows you to access to the full description for each of the codes displayed. The description for each SAP status displays as the cursor moves to that field.

 **Note**

The **Calculated SAP Status** field will be null for all terms where there is a SAP status prior to utilizing the ROPSAPR process. This field is only populated through the ROPSAPR process. Therefore any other means of posting an SAP code, manual batch posting, or through an outside process will not populate this field.

Batch posting a SAP code will automatically set the lock indicator. ■

Satisfactory Academic Progress Translation Rules form (RORSTRF)

There is a need at many institutions to allow the SAP process to go through a final rule process beyond just the calculation of the current SAP status. This process uses the student's current (calculated) SAP status and their last SAP status to determine their real SAP status at the current time.

An optional rules form can be used to support the additional process that defines the actual SAP status code that you want to post to the RORSAPR record. The name of the form is the Satisfactory Academic Progress Translation Rules form (RORSTRF). Banner takes the calculated value from the SAP Assignment Process and compares the results to the following rules form. The process then determines and posts the appropriate new SAP status. In all cases, these are the same SAP statuses that were defined on the RTVSAPR form.

This is a repeating rules form allowing for the definition of as many status combinations desired. It also allows for the definition of the Letter Code to be posted to the GURMAIL table as a pending letter for anyone with this combination. The **SAP Letter Code** is validated against GTVLETR and the other three columns against RTVSAPR. The **SAP Letter Code** field is optional if you use this form.

If the appropriate combination is defined on RORSTRF, the calculated status, which is assigned as a result of the ROPSAPR process, is not the student's New SAP status, but rather is just the status that has been determined from this recent calculation. It is the SAP status that the student qualifies for - given the results of the rules. However, the calculated SAP status will go through one more process to determine what is the correct SAP status to post to the RORSAPR table and to be used by the packaging and disbursement processes. The ROPSAPR process will see if the combination of Previous SAP status and Calculated SAP status exist on RORSTRF. If they are present, the student will be assigned whatever New SAP status the rules dictate.

If your school chooses not to use this rule form, the status code that is derived from the ROPSAPR Process is the code that is posted to the New SAP status field and posted to the RORSAPR table. However, if your school chooses to use this form and only wants to

build certain combinations of SAP statuses on this form, rather than the complete exhaustive list of all possible options, the process will support that also. This means that if there is a combination of Previous SAP Status and Calculated Status present on this form that matches a student, the appropriate New SAP status and Letter Code are posted accordingly.

However, if the SAP Status combination is not present on the rule form, the Calculated SAP Status will be the status posted to the **New SAP Code** and updated to the RORSAPR table. For example, suppose the Previous Status is X and the Calculated Status is PROB1. Given the above example, this combination is not present, therefore PROB1 becomes the New SAP status and gets posted to RORSAPR.

The SAP Assignment Process will always look at the RORSTRF form first to see if the student's combination of Previous SAP status and Calculated SAP status exist. If they do exist on the rule form, the ROPSAPR process will post the appropriate values to the RORSAPR table (visible on the ROASTAT form) and the GURMAIL table (visible on the RUAMAIL form). If the student's combination does not exist on RORSTRF, the Calculated SAP status will also be the new SAP status. If there is a letter code associated with that status on the Satisfactory Academic Progress Validation form (RTVSAPR), it will be posted to the GURMAIL table as a pending letter.

Note

Only one pending letter will be created for any specific letter. Until that letter code has been printed, the same letter will not be posted as pending for the same aid year. However, other pending letters can be created at the same time for different letter codes. ■

Group Inquiry form (ROIGRPI)

This form is a tracking, budgeting, packaging, and SAP group assignment query form used to view the results of the assignment process and to see if rules exist. When you enter a value of *SAP* in the **Group Type** field and a term code in the **Term** field, the form returns the count of how many applicants have a specific SAP code for that particular term. The form also enables you to see if rules exist for that SAP code for the year in which the term is associated. The sort order on the form is by **Group Priority**. Remember, if you choose to assign SAP codes, regardless of the existence of a RORSTAT record, these numbers reflect the counts in the RORSAPR table, not RORSTAT.

Institution Financial Aid Option form (ROAINST)

The Institution Financial Aid Options form (ROAINST) utilizes a six-character SAP code field. The **Initial SAP Status** remains as the SAP code that is assigned to a student/applicant when the initial RORSTAT record is created. The **Exception SAP Status** field is used when the applicant falls through all of the SAP rules defined on RORRULE and does not fit into any of the predefined rules. This is the SAP code of last resort, much like the default group codes assigned in tracking, budgeting, and packaging. This field is also six positions in length and is validated against the RTVSAPR values.

SAP Processes

The applicant's SAP code is used throughout Banner. Banner looks at this value when packaging and disbursing the aid for the student.

SAP Assignment Process (ROPSAPR)

This process utilizes the rules established on the RORRULE form with a Rule Type of *S*. Unlike other Banner Financial Aid jobs, you must select which group of students to process through rules using parameters 05, 06, or 07 through 10.

The process will not default to only those with RORSTAT records for the aid year as many of the other Financial Aid processes do. In fact, this process will allow students to be used who do not have RORSTAT records. This will allow those institutions who wish to calculate and maintain SAP statuses on all students to do so, whether or not they are currently receiving financial aid funds.

The parameters for this process include:

- 01 Aid Year Code (Required).
The aid year value is used to validate the **Term Code** for the calculation (must be defined as belonging to that aid year).
- 02 Term Code For Calculation (Required).
This value is used for those schools who want to calculate SAP on a specific term set of values rather than the cumulative statistics of an applicant. This parameter is not used by schools that do not specify a term value in their rules. This value is only utilized in the rules if there is a terminal value in the compiled rule :TERM. It must be defined as a part of the aid year in Parameter 01.
- 03 SAP Effective Term Code (Required).
This is the term code that is associated with the results of the process. The process requires this term to be later than that used for Parameter 02. This term also identifies the aid year that all letters will be posted to in the GURMAIL Table (RUAMAIL form).
- 04 Student ID.
This option cannot be used when running the process from job submission.
- 05 Use All with RORSTAT for Aid Year (Required - default of *N*).
This option allows for the process to run on only those applicants with RORSTAT records for the aid year (as defined in Parameter 01).
- 06 Use All Enrolled for Term (Required - default of *N*). This option allows for the process to run on only those students who have enrollment records for the Term Code for Calculation (as defined in Parameter 02).
- 07 Application Code.
This parameter is utilized in population selection.

- 08 Creator ID of Selection ID.
This parameter is utilized in population selection.
- 09 Selection Identifier.
This parameter is utilized in population selection.
- 10 User ID.
This parameter is utilized in population selection.
- 11 Create RORSTAT Record Y or N (Required).
If there were applicants who went through the process and did not already have RORSTAT records, do you want RORSTAT records created?

The first term code parameter, Term Code for Calculation (Parameter 02), validates against the Aid Year Code (Parameter 01) to ensure it is defined for that aid year code. The second term code parameter used in the process, SAP Effective Term Code (Parameter 03), is the term to which the results of the SAP process are posted. This term code is not validated against the aid year code parameter, as it may fall outside the range of the aid year. For example, SAP is being calculated at the end of the Spring term for the Fall. The Effective SAP Term Code would be the Fall term code, while the aid year parameter for the process would be the prior year.

The goal in requiring you to define these separate terms as input to the process up front is to minimize the need for you to hardcode specific term codes into the rules themselves. This would require you to maintain this data every time you need to run the rules.

The part of this process that has always caused confusion has been deciding which term the SAP has been calculated for and what term should be used in posting this SAP code. For example, if the student status at the end of the Spring semester is being reviewed, the code must be posted for the next term. Therefore, when running the SAP process, the term that should be used as the Effective term is not the Spring term, but rather the Fall term code (or possibly the Summer), as that is the term you want the results to affect. The packaging and disbursement processes will look at the Fall term code and will apply any and all logic for that SAP code to activity for the Fall; therefore, the Fall term code will be the Effective Term.

The first step of the SAP Assignment Process is the determination of what is the student's Calculated SAP status from the logic defined by the rules on RORRULE. This result will be posted to the RORSAPR table and displayed on the ROASTAT form. From here, the ROPSAPR process must determine if there are rules present on the RORSTRF form. If there are rules present and the combination of Previous SAP Status and Calculated SAP Status is present and matches that combination with a student, the process will pick up the New SAP Status as defined on RORSTRF and post that status as the New Status to the RORSAPR table which will again display on ROASTAT. If there are no rules on the RORSTRF form or the combination for Previous SAP Status and Calculated SAP Status is not defined, the Calculated SAP Status will become the New SAP Status and be posted as such.

Finally, the process must determine if there is a letter code defined for the New SAP Status anywhere. The processes will look at the RORSTRF rules form first. If there is a letter code defined for the combination of Previous Status and Calculated Status, the process will post that code to the GURMAIL table as a pending letter, using the aid year code associated to the Effective term. If the combination is not present on RORSTRF, the process will then look at the RTVSAPR rules form. If there is a letter code defined for the student's New SAP Status, that letter code will be posted to the GURMAIL form. If there is not a letter code in either location, no letter code will be posted.

In the previous examples, the SAP status was being determined from the Spring term and posted to the Fall term. In this case, the Calculate From term is the Spring and the Effective term is the Fall. The letter code will be posted as a pending letter to the aid year associated with the Effective term - or the Fall. Since this will impact the Fall term eligibility, it was determined that this was the appropriate year in which to attach the letter.

The ROPSAPR output files, the .log and .lis files, will identify the number of students that were processed through the SAP rules and if there are any locked records which could not be processed. The output will itemize those students who were not processed due to locked records.

SAP Status Codes View (ROVSAPR)

This view is intended to provide a method for selecting the maximum value SAP code for any student at any point in time. This view can be used as a tool for writing population selection rules, batch posting rules, or any other set of rules that is appropriate.

Process Flow

1. Set up all rules associated with this function (ROAINST, RTVSAPR, RORRULE, RORSTRF).
2. When appropriate, run the ROPSAPR process from job submission for the desired group of students.
3. On an individual basis, the SAP process can be run online from the ROAIMMP form or the SAP code may be updated manually on the ROASTAT form. It is on this form that results may also be locked. (The batch posting process can also be used).
4. Run letters that were posted to the GURMAIL table as pending. When you run the GLBLSEL process, respond to the first question *Print All Pending?* with *No*. Select a specific letter code. Then you will be asked again *Print Pending Letters for this Letter Code ?*. Answer *Yes* and all letters with that letter code will be selected to be run. Once you have run these letters through the GLRLETR process, the print date will populate and they will no longer be pending.

5. If there was a change to the SAP Status for the term and a pending letter has already been created, but not yet printed, you will need to review the RUAMAIL form for accuracy.

 **Note**

For those institutions which use an aid year counter (or term counter) in their rules, this data can be stored in a user-defined field and accessed in your rules.

The same is true for those schools who require a specific number of hours to be completed within an academic year. This data can be collected and stored in a user-defined field. This data is then available for use in your SAP rules. ■

 **Note**

Those clients who plan to take advantage of the latest enhancements in SAP processing will need to notify their Database Administrator to pay particular attention to the rate of growth of the Satisfactory Academic Progress Rules Table, RORSAPR. If it becomes too large, the table may need to be resized. The General utility script `gurrddl.sql` (found in the `plus` subdirectory of Banner General) can be useful in accomplishing this task. This will particularly be true for those schools who choose to start maintaining SAP data on all students who are enrolled, not just those with RORSTAT records.

The batch posting process will not use the rules established on the RORSTRF form since there will not be a calculated SAP status determined. It will act the same way as a manual update to the SAP status, and impact only the effective SAP status code. However, batch posting will work differently than manually updating or posting an SAP status, in that it will create a pending letter if the status code being posted is defined with a letter code on the RTVSAPR form. It should also be noted that SAP records will be locked through the batch posting process.

If you are writing term-specific rules and you wish to test the results while still on the RORRULE form by pressing *Execute*, you must replace your `:TERM` variable with a specific term code so the rule can know which term to look for. However, remember to change this back to the `:TERM` variable before leaving the form as the appropriate term code will pass into this rule from the job parameters at run time.

For those institutions who wish to run the ROPSAPR process from the command line, the following are the instructions to do so. ■

On the Process Parameter Entry form (GJAPCTL), enter the required parameters for ROPSAPR. Select the **Hold** radio button of the Submission Block and press commit. Note the sequence number that returns to the screen. Go to the command line and enter:

For Unix: `ropsapr.shl <enter>`

For VMS: `ropsapr <enter>`

You will then be prompted for a User ID, a password, and the sequence number from above.

Sample Rules

Below are some examples of rules that might be useful when trying to develop your own rules. It is helpful to note that the SHRTGPA table stores term-specific data about students, while the SHRLGPA table stores cumulative data. In the SHRTGPA table, there are options of whether to choose all data for a term-related to Institution coursework (*I*) or all data related to transfer work (*T*). In the SHRLGPA table there are three options. Institution (*I*), Transfer (*T*), or Overall (*O*).

1. A term-specific rule that does not require a RORSTAT record. Would have to be written in expert mode.

```
select DISTINCT(spriden_PIDM) from spriden, sgbstdn x, shrtgpa
where sgbstdn_degc_code_1 in ('BA','BBA','AS','AA') and
shrtgpa_lvl_code = 'UG' and
sgbstdn_majr_code_1 in
('ACCT','ANTH','CHEM','BUSI','ENGL','PSYC','SOC','BIOL') and
(shrtgpa_gpa_type_ind = 'I' and
((.60*shrtgpa_hours_attempted) <= shrtgpa_hours_earned)) and
sgbstdn_term_code_eff =
(select max (y.sgbstdn_term_code_eff)
 from sgbstdn y
  where y.sgbstdn_pidm = x.sgbstdn_pidm and
        y.sgbstdn_term_code_eff <= :TERM) and
sgbstdn_pidm = spriden_pidm and
shrtgpa_pidm = spriden_pidm and
spriden_pidm = :PIDM and
shrtgpa_term_code = :TERM
```

2. A cumulative rule which requires a RORSTAT record. Can be written in simple or expert mode. This rule will also have to be updated every year as it uses the rofst99 view.

Simple rule:

```
shrlgpa_lvl_code = 'UG' and
rofst99_degc_code_1 in ('BA','BBA','AS','AA') and
rofst99_majr_code_1 in ('ACCT','ANT','CHEM','BUSI','ENGL') and
(((shrlgpa_hours_attempted > 0 and
  shrlgpa_hours_attempted <= 44) and
 shrlgpa_gpa >=1.60 and
 shrlgpa_gpa_type_ind = 'O') or
((shrlgpa_hours_attempted >=45 and
  shrlgpa_hours_attempted <=89) and
```

```

shrlgpa_gpa >=1.75 and
shrlgpa_gpa_type_ind = '0') or
((shrlgpa_hours_attempted >=90 and
shrlgpa_hours_attempted <=134) and
shrlgpa_gpa >=1.90 and
shrlgpa_gpa_type_ind = '0') or
((shrlgpa_hours_attempted >=135 and
shrlgpa_hours_attempted <=275) and
shrlgpa_gpa >=2.00 and
shrlgpa_gpa_type_ind = '0')) and
((.75*shrlgpa_hours_attempted) <= shrlgpa_hours_earned)

```

- 3. Example of the same rule as #2 without the robst99 view. Would not require updating, but will require expert mode rules. This rule contains the same logic within it that the view does.**

```

Select distinct(spriden_pidm) from spriden, sgbstdn x, shrlgpa where
sgbstdn_degc_code_1 in ('BA','BBA','AS','AA') and
shrlgpa_levl_code = 'UG' and
sgbstdn_majr_code_1 in ('ACCT','ANT','CHEM','BUSI','ENGL') and
(((shrlgpa_hours_attempted > 0 and
shrlgpa_hours_attempted <= 44) and
shrlgpa_gpa >=1.60 and
shrlgpa_gpa_type_ind = '0') or
((shrlgpa_hours_attempted >=45 and
shrlgpa_hours_attempted <=89) and
shrlgpa_gpa >=1.75 and
shrlgpa_gpa_type_ind = '0') or
((shrlgpa_hours_attempted >=90 and
shrlgpa_hours_attempted <=134) and
shrlgpa_gpa >=1.90 and
shrlgpa_gpa_type_ind = '0') or
((shrlgpa_hours_attempted >=135 and
shrlgpa_hours_attempted <=275) and
shrlgpa_gpa >=2.00 and
shrlgpa_gpa_type_ind = '0')) and
((.75*shrlgpa_hours_attempted) <= shrlgpa_hours_earned) and
sgbstdn_term_code_eff =
(select max(sgbstdn_term_code_eff)
from sgbstdn y,
robinst
where y.sgbstdn_pidm = x.sgbstdn_pidm and
y.sgbstdn_term_code_eff <=robinst_current_term_code and
robinst_aidy_code = :AIDY) and
sgbstdn_pidm = spriden_pidm and
shrlgpa_pidm = spriden_pidm and

```

Funds Management Procedures

Funds Management Implementation

1. Determine the various fund types your funds may have on the Fund Type Validation form (RTVFTYP).

Fund types include: *Loan, Work, Grant, or Scholarship.*

2. Determine the various fund sources for your funds on the Fund Source Validation form (RTVFSRC).

Fund sources include: *Federal, State, Institutional, or Other.*

3. Define all potential funds on the Fund Base Data form (RFRBASE).

If the fund is able to be disbursed to the student account, relate an A/R detail code to the fund. From the Fund Type Validation form (RTVFTYP) and the Fund Source Validation form (RTVFSRC), determine the type and source of each defined fund. Relate a Federal Fund ID to those Federal funds to which Federal hard-coded rules should apply. (Use the List function to determine valid values for these fields).

Determine the print order of the funds. Note that this print order only determines the order of the funds for letter-generation printing purposes. This does not affect the order of the funds on this form.

Note

You can use the *GTIV* (General Title IV Rules) code to subject the hard-coded federal rules to any non-Federal funds to which you wish them to apply.

4. For each fund, define any awarding rules that may apply using Rule Type Fund Awarding on the Financial Aid Selection Rules form (RORRULE).

These rules are interrogated during the packaging process when the fund is to be packaged.

5. For each fund, define any disbursement rules that may apply on the Financial Aid Selection Rules form (RORRULE).

These rules are interrogated during the packaging process when the fund is to be disbursed.

6. Define the award and disbursement schedules by aid periods in the Default Award & Disbursement Schedule Rules (RFRDEFA).

Note that the default rules are not by fund, but only by aid period. You may use the Insert Record function to bring in the valid terms for both the Award and the Disbursement Schedule for the aid period identified in the Key Information section.

- In the Award Schedule section, the Award Percent for all terms must equal 100%. Define valid memo expiration dates for each term.
- In the Disbursement Schedule section, the disbursement date will default to the cut-off date defined by term on the Packaging Options form (RPROPTS). The disbursement percent for each term must equal 100%.

7. Access the Award & Disbursement Schedule Rules form (RFRASCH).

Use this form for any funds whose award and disbursement rules differ from the defaults set up on the RFRDEFA in Step 6. If no rules are defined specifically for the fund, the default rules will be used when the award and disbursement schedules are created in the student's packages.

8. Access the Fund Management form (RFRMGMT).

Use this form to define aid-year specific budget information, packaging and disbursement options budget and detail code rules, and tracking and message assignment rules for each particular fund. Refer to Dynamic Help for specific information on the use of the fields.

Fund Balance Reconciliation

The fund balances on the Fund Budget Inquiry form (RFIBUDG) are stored in the RFRASPC Table. The balances in the RFRASPC Table are updated whenever a student's award for the year changes, when the status of the award changes, or when the amount of the memo, authorization, or payment changes. These balances are the summary of all activity for the year for awards made to all students. Individual student award information is stored in the RPRAWRD Table.

 **Note**

If a fund is out of balance, Banner may stop awarding or disbursing funds to students because it erroneously thinks that the fund is out of money. Running this reconciliation process will restore the fund balances to their proper level. ■

From time to time the totals that display in the RFIBUDG form and those stored in the RPRAWRD table get out of sync. Therefore, it is recommended that the SQL* PLUS scripts, `rupfndb1.sql` and `rs1fndb1.sql`, are run regularly to keep them in sync. Note that the same logic as `rupfndb1.sql` can be executed from the ROAMGMT form. You can select to reconcile only one fund, or all funds for the Aid Year in the Key Block.

 **Warning**

Original Offer totals are not updated by these scripts nor by the RECON FUND/RECON ALL buttons on ROAMGMT. ■

Calculating Fund Balances - Setting and Using Overcommitment Levels in Packaging

You enter the number of real dollars available to award students from each fund on the Fund Management form (RFRMGMT). You also use the RFRMGMT form to set an overcommitment level. This overcommitment level is based on the expected number of students who decline their awards, never enroll, become ineligible before payment, or in the case of work programs - never appear for a job assignment or do not work the total authorized hours.

Based on past experience, you can estimate the amount of specific awards that you can safely overcommit during packaging because you know that all awards are not actually paid; a percentage of awards are either canceled or declined before payment.

When Banner determines if available funds exist for new or additional awards to students, Banner previously used the Available to Offer Amount (based on the overcommitment level) minus the amount of current (active) offers already made to other students. If there was no money left, the award was rejected by the award validation process.

However, as the financial aid office canceled and declined awards, the balance of funds available to award to other students increased because the declined and canceled funds were taken out of the current offers. These funds were available to be rewarded to other students. Banner continued to allow awards to students until the amount of current offers reached the Available to Offer amount. Unless you continuously monitored the amount of canceled and declined awards and reduced the Available to Offer amount to eventually match the real allocated dollars, you could begin the year with current offers exceeding the number of real dollars available to pay.

To remedy this potential problem, Banner includes the amount of canceled and declined awards in the formula that determines the fund balance for packaging. When testing to see if the fund has enough money available to make new or additional awards, it now takes the Available to Offer Amount (overcommitment level) and subtracts the current offers, declined amounts, and canceled amounts.

When an award is canceled or declined, the Available to Offer amount does not change because the canceled/declined amount is still being used to reduce the balance. The numbers displayed on the Fund Budget Inquiry form (RFIBUDG) as the Amount Remaining to Offer and the Percent Remaining to Offer now use this formula. All reports that display the Amount Remaining to Offer also use this formula (RFRBUDG, RFRSBAL).

In addition to this formula, an amount is displayed on the Fund Budget Inquiry form (RFIBUDG). Next to the Percent Remaining to Offer field is the Actual Remaining Amount. This is the Total Allocated (real dollars) minus the Current Offers.

This process works best when the aid office's procedure is to cancel or decline a student's award if the student is no longer eligible, rather than by deleting the award from the student's package. By canceling and declining awards you no longer need to continuously

reduce the Available to Offer amount for each fund. If your overcommitment projection is correct, the final current offers will eventually equal the total allocated. Banner still cannot save you if you overcommit too much and your final current offers exceed your total allocated. The total amount of canceled and declined awards in one year will be a good measure of what the overcommitment level for the next year should be.

Packaging and Disbursement Procedures

Packaging Implementation

1. Set up your packaging groups and create a group priority on the Packaging Group Validation form (RTVPGRP).

Remember that the lower the number, the higher the priority. You may want to leave a range between groups for ease in adding groups at a later time. Create an award priority. This priority is used in the awarding process to select the order in which packaging groups will be awarded funds.

 **Note**

Remember to add your default Packaging Group onto RTVPGRP before entering it on ROAINST.

2. Define all possible award statuses in the Award Status Validation form (RTVAWST).

Check the appropriate values to the *Offered*, *Accepted*, *Cancelled*, and *Declined* indicators for each status.

 **Note**

Only one indicator may be checked for each award status, but multiple award statuses can have the same indicator checked. Remember to assign the appropriate statuses built here to each fund on RFRMGMT.

3. Access the Packaging Options form (RPROPTS).

Use this form to select options that control the method in which certain functions perform in the packaging module. Complete the Packaging Options, Exemptions/Contracts Options, and Disbursement Options sections. Determine institutional policy on enrollment cut-off dates for the terms within the aid year you are defining.

 **Note**

If the **Disburse If Charges Not Accepted** box is not checked and the student's charges have not been accepted, then the disbursement process will not process any payments directly to the student's account. However, process authorizations and memos can be processed.

If the **Disburse If Charges Not Accepted** box is checked, the

disbursement process can post payments directly to the student's account whether or not the student's charges have been accepted. ■

4. Open the Default Packaging Rules form (RPRDEFR).

Determine institutional policy on Gap, Equity, and Self-Help Packaging Rules.

Equity Packaging can use one of three methods:

- (1) Percentage of Gross Need,
- (2) Percentage of Budget, *or*
- (3) Equity Amount.

This form is used only as a default for those rules which may be used for individual packaging groups. Gap Packaging can be accomplished by using either a Percentage of Gross Need or a Gap Amount.

Self-Help Packaging can be accomplished through:

- (1) Percentage of Gross Need,
- (2) Percentage of Budget, *or*
- (3) Self-Help Amount

5. Access the Packaging Rules form (RPRPCKR).

Assign your Gap, Equity, and Self-Help rules to Packaging Groups to which they may apply. To default in the rules from RPRDEFR, use the Create Record function. To view the default rules on RPRDEFR, use the Count Query Hits function.

 **Note**

If rules do not exist for a group, then no Gap, Equity, or Self-Help rules will be used for that group. The packaging routine will not use the rules defined on RPRDEFR. ■

6. Open the Financial Aid Selection Rules form (RORRULE).

Define your packaging group assignment rules for each packaging group in the aid year you are defining. These rules are optional if you will not be performing automatic packaging. The Packaging/Disbursement Rules types include:

- Packaging Group Assignment
- Fund Awarding
- Fund Disbursement
- Packaging Group Fund Awarding

7. Categorize your funds into packaging groups in the Packaging Group Fund Rules form (RPRGFND).

Define a minimum, maximum, and percentage of unmet need that the fund should meet. Also identify the methodology to be used for the awarding of that fund within the group (*F* - Federal or *I* - Institutional). Each fund code should be given a priority. This controls the sequence by which the funds are interrogated during the packaging process.



Note

Any fund with a Federal Fund ID of Pell cannot be associated with a packaging group. The Pell awarding process is separate from the fund awarding process.

Any fund with an unchecked **Automatic Packaging** indicator on RFRMGMT cannot be associated with a packaging group.

The same fund can be included in the packaging group multiple times with differing priorities. ■

Packaging/Simulation

In order for successful batch packaging, an applicant must:

1. Have a packaging complete date that is null (RPAAWRD, RPAAPMT, ROARMAN).
2. Not have any outstanding tracking requirements that prevent packaging. (RPAAREQ).
3. Have a packaging group (RPAAWRD, RPAAPMT, ROARMAN).
4. Meet all hardcoded rules (Award Validation Rules). The fund must also meet any locally developed notes on the RORRULE form such as a Fund Award Rule or Packaging Group Fund Award Rule.

Packaging in actual or simulation mode should follow this procedure:

1. Run RPEPCKG.

The packaging process run will be based on the mode identified in GJAPCTL. The action indicator should be set to *S* for Simulation mode or *A* for Actual mode. The initialization (RPEPINT) and packaging (RPEPCKG) processes should not be run separately. When packaging (RPEPCKG) is run, it will automatically call and run the RPEPINT process.

Running these processes will produce the rpepckg.log file. Check this file for error messages to ensure that the processes were completed successfully. Use the Print Report parameter to select your report output prior to the process run.

The possible packaging reports created by this process when the Action Indicator is set to either A (Actual) or S (Simulated) includes the following:

rpbawrd.lis – Packaging Award Report

rpbfund.lis – Packaging Fund Report

Note

Although you are no longer required to use the Packaging Print Process (RPBPDRV) during a normal run of the RPEPCKG Process, you can use RPBPDRV to reprint existing extract files.

RPBPDRV requires that the *rpepckg.ext* file is present in your jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpepckg_job#.ext* you want to report on to *rpepckg.ext*. You can run RPBPDRV on any *rpepckg_job#.ext* you want as long as you rename the file. ■

Packaging Process Definitions

Initialization Process (run as part of RPEPCKG)

The initialization process takes any pre-awarded funds that are on the student's award record in an offered or accepted status and, if the award was system generated, refunds the dollars to the appropriate fund management account.

Warning

This process will not delete and redeposit any funds or portion of funds if: (1) the fund was manually added; (2) the award has been memoed, authorized, or paid; or (3) the fund is locked. Following this process, the new fund balances can be seen by running a Fund Report (RFRSBAL), or by viewing the Fund Balance Inquiry form (RFIBUDG). ■

Simulated Packaging

First, the **Action** indicator on the GJAPCTL form for this process must be set to *S* (Simulation). Then, in order to get a true picture of the funds available to be awarded, the initialization process needs to be run. In simulated packaging, online results cannot be viewed as the database is not being updated. Also in simulation, if the fund runs out of money, the fund will continue to be packaged. The amount of insufficient funds will then be indicated in a separate column on the fund report.

Actual Packaging

In order to run actual packaging, the **Action** indicator on the GJAPCTL form for this process must be set to *Actual*. The actual packaging mode will go through the initialization process, then the packaging process, and then it will post the packaged awards to the

student's award record. Following the actual packaging routine, the applicant award report can be run to show the packaged awards in order by student (rpbawrd.out).

Using NSLDS Data

The following sections explain how Banner provides the capability to utilize the NSLDS source data in determining financial aid eligibility. The Financial Aid processes utilize the cumulative loan-limit checking features.

Award Validation

Generally, a student is not eligible for U.S. Federal Student Aid funds if the student is in default on a Federal student loan or owes an overpayment on a Federal grant or loan and has not made a repayment arrangement for the default or overpayment. When the FAFSA is processed, the CPS matches the student against the National Student Loan Data System (NSLDS) to check for defaults, overpayments, and exceeded loan limits. Due to NSLDS matching, the use of Financial Aid Transcripts (FAT) became redundant beginning with the 2001-2002 aid year when the mandatory use of the NSLDS was required. Banner still contained logic to examine the FAT table if the option was set to use Banner history. For this reason, a change was made in Banner to exclude the old logic for default and overpayment processing to only use NSLDS information when packaging U.S. Federal funds, creating Federal loan applications, and disbursing Federal funds.

Often institutions award aid early in the processing year, but do not create loan originations until a later time. During this time lapse, it is possible for default and/or overpayment information to be received from NSLDS which then makes the student ineligible. The creation of a loan origination, whether a Direct Loan or Electronic Loan, will be prohibited if the student is now in default. An institution may override the status of default and/or overpayment when sufficient documentation has been received, by manually creating a current NSLDS record or using the **NSLDS Override** field on the Need Analysis Result form (RNARSxx). When an override has been performed, a loan origination may be created; however, the **Loan Default** field (RPRLAPP_IN_DEFAULT) is updated to *N* (No) to reflect the current situation of the student.

When NSLDS data became available to schools in the EDE data load files many years ago, Banner implemented a **Source of Award History** option on the Packaging Options form (RPROPTS) to allow schools to select either *N* (NSLDS) data or *B* (Banner) data. All schools must now use NSLDS data for this purpose. Starting with the 2006–2007 aid year, *N* (NSLDS) is the only valid source of award history.

The Packaging and Disbursement processes will use NSLDS data for validation purposes. The Electronic Loan Application (RPRELAP) and Direct Loan Record Creation (RPRLORC) processes will use the **NSLDS Match** indicator values to determine if a student is in default or overpayment. Loan records are not created if the student is in default and/or overpayment, unless the **NSLDS Override** field is set in the following manner on the Federal Match Indicators window of the Need Analysis Result form (RNARSxx).

NSLDS Match field (RNASLxx)	NSLDS Override Field Must Be (RNARSxx)
2=Default	D=Default tests or A=All tests
3=Overpayment	O=Overpayment tests or A=All tests
4=Default and Overpayment	A=All tests

Award Validation Prior to Receipt of NSLDS Data

It is possible that Stafford and/or Perkins awards could be made prior to the receipt of NSLDS data for the year. In this event, cumulative limit or default/refund checking could not be performed against current year data in packaging. Default/refund checking would instead be performed at disbursement time. No federal aid would be disbursed until the **Official Source** indicator was set to *Official*, but cumulative limit tests could not be done.

In this case, for Stafford Loans, Banner will use the Aggregate Outstanding Balances from the most recent NSLDS record from the prior year. We should assume that no current year loans are included in the prior year NSLDS data. The formula to use in validation would be (NSLDS Aggregate Outstanding Balance + Prior Banner amount for the current year + Award Difference) must be less than or equal to the aggregate limit for the federal fund ID in RPRFEDR for the current year.

Perkins Loans (Cumulative Amount from NSLDS + Prior Banner amount for the current year + Award difference) must be less than or equal to the aggregate limit for Perkins loans in RPRFEDR. If the **ELO Indicator** on the NSLDS record = *Y*, use the rows in RPRFEDR where the **ELO Indicator** = *Y*.

Award Validation After Receipt of NSLDS Data

Original Awards

When an original award is made for the year, it can be assumed that the NSLDS amounts do not include any current year amounts. Stafford loans (NSLDS Total Loan Amount + New Award for the year) must be less than or equal to the cumulative amount from RPRFEDR. The Total Loan Amount differs from the Aggregate Outstanding Balance in that the total already includes any pending disbursements whereas the Outstanding Balance does not include pending disbursements. Any pending disbursements present at this time would have to be for the prior year since the new award has not been made for the current year yet so NSLDS cannot know about it yet. Pending disbursements from a prior year will be included in the aggregate test. Also, Outstanding Balances could include capitalized interest on unsubsidized loans but Total Loan Amount would not. Capitalized Interest does not reduce the remaining amount available to borrow so the total will be used.

Modifying Existing Stafford, Direct or Perkins Awards

Stafford/Direct Loans

For Stafford/Direct Loans, Banner determines if a current year loan is included in the current NSLDS record.

- The first check is of the recent loans table (RCRLDS6) where the **NSLDS Program Code** matches the type of loan being validated (Direct Sub = *DI*, Unsub Direct = *D2*, Sub Stafford = *SF*, Unsub Stafford = *SU*).
- If the **Begin Date** is between the Aid Year Start Date and the Aid Year End Date, Banner assumes that the current year amounts are already included in the NSLDS aggregate amounts. Otherwise, Banner assumes that the current year amounts are not included.

If the assumption is *Yes*, Banner validates that (Total Amount from NSLDS + Award Difference only) is less than the cumulative limit from RPRFEDR.

If the assumption is *No*, Banner validates that (Total Amount from NSLDS + Prior Banner amount for the year + Award Difference) is less than the cumulative limit from RPRFEDR.

Perkins Loans

For Perkins loans, Banner validates that ((NSLDS Cumulative Amount - NSLDS Current Year Amount) + Prior Banner amount for the year + Award Difference) is less than the cumulative limit from RPRFEDR.

Default/Refund Information and Financial Aid Eligibility

Banner provides the capability for Banner to utilize NSLDS source data for default/overpayment information in determining eligibility for financial aid.

Validating Awards Against Defaults/Refunds

Previously, the Award Validation routine (UVARTN) checked the NSLDS default/refund statuses on the current RCRAPP4 record (RCRAPP4_NSLDS_MATCH). Banner now checks the current NSLDS record (RCRLDS4_MATCH_IND) for the information. The RCRAPP4 check is available to maintain prior year compatibility.

For students who resolve default/refund problems during the aid year: If a default or refund problem is resolved by a student during the year, the student regains eligibility for FFEL and Direct loans for the entire aid year (loan period). The student only regains eligibility for other Title IV aid programs for the current payment period (term) and for

future payment periods in the same aid year, but not for prior payment periods in the same aid year.

Since NSLDS only has one summary default/refund status field (**NSLDS Match Indicator**), Banner cannot perform separate edits by payment period. Banner uses the single indicator and assume that value for the entire year. This must be done since:

- There is no way to tell if the match indicator changed to correct an NSLDS data problem or if the status actually changed,
- There is no way to tell the effective date of that change to determine which payment period the change became effective, and
- It is possible that the first and only NSLDS record received by the school for the year shows a satisfactory default/refund status; the school would never know that the status for a previous payment period was unsatisfactory.

Validating Disbursements Against Defaults/Refunds

Disbursement validation also uses `RCRLDS4_MATCH_IND` for checking defaults and refunds on overpayments.

For Perkins loans, the disbursement process works so that if NSLDS data indicates a default or overpayment condition and a previous payment had been made to the student, the previous payment of a Title IV fund will not be backed out - even if `RFRASPC_INEL_BEFCUT_DATE_IND` or `RFRASPC_INEL_AFTCUT_DATE_IND` indicators are set to *B* (Back Out).

This is necessary because if you received information about the default/repayment after the payment was made, then your school is not responsible for recovering the money. No new money will be paid but no money will be backed-out. You could still reduce the amount of the award (even to zero) and the recoup feature will still return the funds. (Recoup comes into play when no disbursement rejects are found.)

Since Stafford Loans are never backed-out, Banner prevents the payment of additional loan proceeds. The processing of returned checks is still allowed.

Using NSLDS

forms related to the NSLDS process provide easy identification and query of data from the various data sources (between manual entry and ISIR/NSLDS Data Load). The query provides an overall picture of the applicant's records in the aid year that supports both daily inquiry and point in time audits.

Student Loan Data System form (RNASLxx)

The RNASLxx form allows the manual creation of records. Manual records can be updated and other records (such as those with an **INFC** code of *EDE* or *AFSA*) cannot. Manual records cannot be created unless the student already has a RORSTAT record and at least one RCRAPPx record for the aid year.

All manually entered records become Current. Multiple manual records can exist per student per year. The Sequence number would be one higher than the old current record. The **Processed Date** field must be entered when creating manual records. The NSLDS Transaction Number on a manual record will be set to the same transaction number as the previous current record. The transaction number will display when you query the form.

When you create a manual record and an NSLDS record already exists, Banner copies all the data from the previous NSLDS record into the new manual record. This includes summary data, defaulted loan data, and recent loan data. This process allows you to easily update the necessary fields without re-entering the entire record.

You cannot change the current record designation on records. If data in the current record is incorrect, you can use overrides to negate the adverse consequences of the incorrect data, or create a new manual current record with the appropriate data.

Applicant Student Loan Data Inquiry form (RNINSLD)

The Applicant Student Loan Data Inquiry form queries all NSLDS records. You can access this form from the Need Analysis menu. You can also access this form if you select Count Query Hits from the Source or Sequence No fields on the Student Loan Data System form (RNASLxx). This form is similar in layout to the Applicant Need Analysis Application form (RNIAPPL) and contains the following information:

- NSLDS Source
- NSLDS Sequence Number
- NSLDS Current Record Indicator
- NSLDS Transaction Number
- NSLDS Match Indicator
- NSLDS Results Flag
- NSLDS Processed Date
- NSLDS Created Date

Need Analysis form (RNARSxx)

Banner provides an override capability to override NSLDS data that may be preventing the awarding/disbursement of financial aid or the creation of Direct or FFEL loans. This is important in cases where NSLDS data cannot be updated by the original data provider in a timely manner for disbursement of funds. An example would be if the ISIR comes in indicating that the student is in default, but the institution has documentation that the student has made satisfactory arrangements to pay and is therefore eligible to receive Title IV money.

Additional Override information includes:

- The Overrides that you enter will be used in both Award and Disbursement Validation or the creation of Direct or FFEL loans.
- Two levels of Overrides are available: Overall for the student/year and by student/year/term/fund.
- The Overall Override applies to all federal funds for all terms within the aid year.
- The term-specific overrides are specific to a fund/term combination and are used in disbursement validation only.
- Each override is specific to each type of validation test:
 - *L* Limit tests (aggregate)
 - *D* Default tests
 - *O* Overpayment tests
 - *A* All tests

Annual limit overrides are not necessary because they already exist in the current award validation process.

Award forms (RPAAWRD)/(RPAAPMT)/(ROARMAN)

Details on these forms include:

- A field, **Override Indicator**, is part of the RORSTAT table for the overall NSLDS override. This field displays with the Federal Match Indicators on the Results form. Valid values are *L*, *D*, *O*, and *A*. You can log changes to this field if Need Analysis or Packaging Logging is activated.
- The award and disbursement validation processes checks the RORSTAT override first, and if present, uses that value for all funds and terms for the year. Only disbursement validation utilizes a term code. Since Banner does not package by term, the term code override option has no meaning for packaging.
- In disbursement processing, if no overall override exists, the validation processes checks the term specific override on the RPRATRM table for the fund/term being processed.

- Existing overrides (at either level) will not be automatically removed when a new NSLDS record is loaded to Banner. The Data Load process will include an NSLDS Discrepancy Report of Summary Data to show which NSLDS data elements have changed. In this way, you can identify whose overrides might need to be reviewed.
- You should enter comments on the Applicant Comments form (RHACOMM) whenever an override is entered or changed.
- As an alternative to using overrides, you can manually enter a complete new NSLDS record on the RNASLxx form. This new record will become the current NSLDS record and award/disbursement validation will use the data in this manual record.

Output Population Selection With Financial Aid Data Load, Part 3

NSLDS information entered via Data Load informs you as to whether a student is in default. This information may affect the award process. If you use Early Decision Processing, your school may package awards before you receive NSLDS information. This process allows you to revalidate previously processed awards based on NSLDS information received after packaging.

Banner Financial Aid Fund Specific Packaging Options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you offer an award to a student, what award status code do you want Banner to assign when you package the award?	RFRMGMT (<i>Packaging Options Window</i>)	Offer Status	Valid Award Status Code defined as Offered	When the packaging program offers the fund, Banner uses this award status code for the specific fund.
What award status code do you want to use when Banner accepts an award for a student?	RFRMGMT (<i>Packaging Options Window</i>)	Accept Status	Valid Award Status Code defined as Accepted	Banner uses this defined status when the fund is set to auto-accept. It also uses this status when you accept the fund through the Award Acceptance Mass Entry form (RPAMACC).
What award status code do you want to use when Banner declines an award for a student?	RFRMGMT (<i>Packaging Options Window</i>)	Decline Status	Valid Award Status Code defined as Declined	Banner uses this decline status when you decline the award with the Award Acceptance Mass Entry form (RPAMACC).
Do you want to automatically package the fund through batch or online auto packaging?	RFRMGMT (<i>Packaging Options Window</i>)	Auto Package	a checked box	If you do not check this box, you cannot use the fund on the Packaging Group Fund Rules form (RPRGFND) for the aid year.
Once you award the fund, do you want to schedule it between the terms in the student's aid period?	RFRMGMT (<i>Packaging Options Window</i>)	Auto Schedule	a checked box	If you do not check this box, the fund is not scheduled between terms in the aid period. There will be award letter implications to consider if you don't check this option. There will also be disbursement implications. It is recommended this is always checked.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you offer an award as part of the student's package, do you want Banner to automatically accept it?	RFRMGMT (<i>Packaging Options Window</i>)	Auto Accept	a checked box	If you check this field and you enter the fund with an <i>Offered</i> status, the status automatically changes to an <i>Accepted</i> status as defined for this fund and aid year. Do not check the Auto Accept field for any funds which you require a student to accept (that is, via an award letter). Note that funds cannot be disbursed until <i>Accepted</i> .
When the award is packaged (whether in batch or online), do you want to package the award even if it exceeds the student's need?	RFRMGMT (<i>Packaging Options Window</i>)	Override Need	a checked box	Note that you cannot override the overaward edit in Award Validation regardless of how this indicator is set if any Title IV monies already exist in the student's package.
Do you want to allow Banner to disburse a fund to a student without regard to his/her academic standing? If you set this option to <i>Y</i> , the award and disbursement validation routines skip the academic progress check.	RFRMGMT (<i>Packaging Options Window</i>)	Override SAPR	a checked box	For example, you may want to package or disburse a particular institutional scholarship to a student not making satisfactory academic progress, despite the fact that the student is not eligible for any other institutional or federal aid.
When the award is packaged (whether in batch or online), do you want to package this award regardless of whether or not any general unsatisfied tracking requirements which prevent packaging exist?	RFRMGMT (<i>Packaging Options Window</i>)	Override Rqmt	a checked box	A general tracking requirement is defined as a requirement which is not fund specific, that is a requirement that gets assigned as part of the group assignment process.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Should the award be used to replace the student's EFC in the calculation of Need?	RFRMGMT (<i>Packaging Options Window</i>)	Replace EFC	a checked box	Field will replace EFC first. When it has replaced 100% of EFC, it will start to reduce need. Banner reduces need if the EFC replacement award is greater than the EFC.
Should the award be used to reduce the student's need in the calculation of Need?	RFRMGMT (<i>Packaging Options Window</i>)	Reduce Need	a checked box	Will reduce need by amount of award. The Replace EFC and Reduce Need fields are mutually exclusive. You cannot check both options.
Should the fund be processed through the Loan Module?	RFRMGMT (<i>Packaging Options Window</i>)	Loan Process	a checked box	If you check this field, you can create fund rules in the loan module for the key aid year. If this field is checked, you must not check the Disburse field since loan disbursement occurs from within the Loan Module.
In order for the fund to be packaged, is a Need Analysis record required to be on file?	RFRMGMT (<i>Packaging Options Window</i>)	Need Analysis	a checked box	A warning message alerts you during packaging if a student does not have a need analysis record for the aid year in which the fund is packaged.
When you add or change the award in the student's package, do you want Banner to automatically set the award letter indicator on the student's record for award letter selection?	RFRMGMT (<i>Packaging Options Window</i>)	Award Letter Ind	a checked box	You can use this indicator with population selection to select those students who need an award letter. Once you generate the award letter through the Letter Generation Process, the RLRLETR Process changes the award letter indicator on the RPAAPMT, RPAAWRD, and ROARMAN forms back to <i>N</i> for the selected students.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If you use the Equity packaging philosophy, do you want this fund to count in the computation of the student's equity level?	RFRMGMT (<i>Packaging Options Window</i>)	Equity Fund	a checked box	Note that you must set up the Pell fund code as an Equity fund. Any fund with this indicator checked reduces the student's calculated equity level in the packaging process.
Do you want to identify this fund as a fund that you to count for NCAA regulations?	RFRMGMT (<i>Packaging Options Window</i>)	Count for NCAA	a checked box	Banner does not perform any processing on this data. It is available for use in conjunction with your institutionally defined rules. The Fund Aid Year Specific Table (RFRASPC) contains the RFRASPC_NCAA_IND field.
Should applicants be able to accept/decline this fund via the Web?	RFRMGMT (<i>Packaging Options Window</i>)	Web Accept Flag	a checked box	This allows the applicants to do self-service on their award package. They can only accept or decline the entire amount of the fund. They cannot accept a partial amount.
Is this fund a Direct Loan fund with a Rebate Fee Percent?	RFRMGMT (<i>Packaging Options Window</i>)	Rebate Fee Percent	Percentage amount of the rebate	This percentage will be used when processing the loan to determine the correct amount to award to the student.
If you process the fund through the loan module, what is the total percentage of origination and agency fees that you want to deduct from the gross loan amount for calculating net expected check amounts?	RFRMGMT (<i>Packaging Options Window</i>)	Loan Fee Percent	Percentage of fees to be deducted from the gross loan amounts.	This percentage defaults into the Loan Application records created for the fund, but you can override the percentage on an individual student basis on the RPAELAP and RPALAPP forms. You can use the calculated net amount to memo the net amounts of the anticipated checks and to anticipate the receivable amount.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
What is the interest rate if this is a Direct Loan?	RFRMGMT (<i>Packaging Options Window</i>)	Interest Rate	The percentage of the Direct Loan interest rate.	The amount of the interest rate for the direct loan.
What type of loan is this Direct Loan?	RFRMGMT (<i>Packaging Options Window</i>)	Direct Loan Indicator	Sub Unsub PLUS Other	This field is used to determine how to process the loan.
If the fund is a grant or scholarship, and you use self-help packaging, do you want to use any portion of the fund to reduce the student's self-help level?	RFRMGMT (<i>Packaging Options Window</i>)	Self - Help Reduction %	Percentage of the award which should reduce self-help level	If the student has a pre-awarded fund with a self-help reduction %, Banner uses that percentage of the student's award to reduce the calculated self-help level for the student during packaging.
Is this an Alternate Loan fund?	RFRMGMT (<i>Packaging Options Window</i>)	Alt Loan Prog Type	Three-character code to indicate if this fund is an alternative loan fund as defined by NCHELP.	Used by Packaging and Loan processes to determine correct edits to use.
When you package the fund, how do you want to round the aid year award?	RFRMGMT (<i>Packaging Options Window</i>)	Round Award	001 = \$1 010 = \$10 025 = \$25 050 = \$50 100 = \$100	Note that Banner rounds down all awards to the nearest specified dollar amount.
If the award is scheduled between terms (if the Auto Schedule field is set to Y (Yes), how do you want to round the term award?	RFRMGMT (<i>Packaging Options Window</i>)	Round Schedule	RC Rd Cents RD Round \$ TC Trun Cts TD Trun \$	Round Cents Round Dollars Truncate Cents Truncate Dollars
Does the fund have a limit on how much Banner can award to a student based on estimated tuition and fees, etc.?	RFRMGMT	Budget Component Rules Window	Valid Budget Components	Banner only packages the fund up to the sum of the defined budget components, or to the eligible packaged amount - whichever is less.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you award a fund to a student, are there any additional requirements which the student must satisfy before you memo or disburse the fund?	RFRMGMT	Tracking Requirements Window	Valid Tracking Codes	When you package the award, Banner posts these tracking codes to the student's tracking record. You cannot enter tracking codes that prevent packaging here. Banner posts these tracking requirements with a system indicator of <i>F</i> Fund. If you delete the award that is associated with the tracking requirement, Banner also deletes the tracking requirement provided the requirement has not already been satisfied.
When you award a fund to a student, are there any specific messages you would like to appear on the award letter regarding the specific award?	RFRMGMT	Message Assignment window	Valid Message Codes	When you generate award letters and the student has the specific fund in their package, the message prints on the letter. A Letter Generation variable for fund messages must exist in the letter definition in order for the messages to print.
Do you have any institutional specific awarding rules for the fund?	RORRULE (using Rule Type Fund Awarding)		Define valid conditions	The Award Validation process checks to assure that the student meets these defined conditions for the fund.
Are any of the institutionally specific awarding rules for the fund specific to a group of students?	RORRULE (using Rule Type Packaging Group Fund Awarding)		Define valid conditions	The Award Validation process checks to assure that the student meets these defined conditions for the fund based on the student's specific packaging group. Banner only validates these rules when you automatically package the fund in batch or online modes.

Banner Financial Aid Global Packaging Options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you want to use the student's reported expected enrollment for various packaging functions if the student reported an expected enrollment?	RPROPTS	Use Estimated Enrollment	a checked box	If you do not check this box, Banner uses the Default Estimated Enrollment value. Estimated enrollment is used in packaging, exemptions & contracts, Pell awarding, etc.
What default enrollment would you use to package a student if the student did not report an expected enrollment, or if you chose not to use the student's expected enrollment in the preceding option?	RPROPTS	Default Estimated Enrollment	1 = <i>Full-time</i> 2 = <i>ThreeQtr</i> 3 = <i>Halftime</i> 4 = <i>Less-half</i>	This is a required field. You must enter one of the indicated values.
Do you wish to package a student if the student's EFC is an estimate?	RPROPTS	Package Using Estimated EFC	a checked box	If you do not check this box, the student will not be packaged if the EFC is estimated for the current Need Analysis record.
	RPROPTS	Package if SAR C Flag Exists	a checked box	
Do you wish to default increased amount of Stafford Loan?	RPROPTS	Additional Stafford Elig Default	a checked box	When this indicator is set (that is, checked), independent students will automatically be eligible to receive the higher amount of the unsubsidized Stafford loan.
Where to get information for packaging?	RPROPTS	Source of Award History	B = <i>Banner</i> N = <i>NSLDS</i> Only N is valid for 0607 and beyond	This is a required field. When determining award cumulatives, where should that come from.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you wish to allow the user to mass accept awards for student?	RPROPTS	Allow Award Mass Accept	a checked box	By setting this indicator to checked, the user can mass accept awards for an applicant from the RPAMACC form.
Do you wish to limit the amount of time an applicant has to respond to an offer of aid?	RPROPTS	Offer Expiration Days	Number of Days	Once the number of days specified in this field has expired, you have the opportunity to automatically cancel all unaccepted awards or simply to get a report of them by running the RPRCNCL report.
Do you wish to assign any tracking requirements specific to a fund when it is awarded?	RPROPTS	Tracking Requirement Status	The appropriate Tracking Requirement Status	This is a required field. The value will default when the fund is awarded.
Do you want to interface selected exemptions from the Banner Student Accounts Receivable Module so that you can count the exemptions as a resource in the student's aid package?	RPROPTS	Interface Exemptions	a checked box	Exemptions will only be interfaced for students who are authorized for the exemption on TSAEXPT. If estimated amounts are desired prior to actual A/R postings, use the Exemption Rules form (RPREXPT).
Do you want to interface a selected third-party contract from the Banner Student Accounts Receivable Module so that you can count it as a resource in the student's aid package?	RPROPTS	Interface 3rd Party Cont	a checked box	Contracts will only be interfaced for students who are authorized for the contract on TSACONT. If estimated amounts are desired prior to actual A/R postings, use the Contract Rules form (RPRCONT).

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If you choose to interface exemptions and/or contracts, do you want to always use the estimated amount of the exemption or contract as a resource in the student's aid package?	RPROPTS	Always Use Estimated	a checked box	If this field is unchecked, Banner uses the estimated amount as a resource until the actual amount is paid. When paid, Banner uses the actual amount
If you choose to interface exemptions and/or contracts, do you want to assume that the student is enrolled full-time for the purposes of estimating the amount of the exemption or contract prior to its payment?	RPROPTS	Assume Full Time	a checked box	If this field is unchecked, Banner uses the proration percentages based on the load to calculate the estimated amount. If this field is checked, the estimated amount comes from the rules (RPREXPT or RPRCONT).
If you decided in the previous option not to assume full-time for the purposes of estimating the amount of the exemption/contract, how do you want to prorate the estimated amount based on the student's expected load?	RPROPTS	3/4 Time Pct 1/2 Time Pct Less 1/2 Time Pct	Enter Percentages for each load option	Note that when you calculate the estimated amount based on the load, the student's load comes from the reported data first, (if you check the Estimated Enrollment - Pell field); it will then default to the Default Estimated Enrollment value.

Factors Determining Whether an Online/ Batch Award is Packaged

The list that follows itemizes the validation criteria used in the batch/online award validation process with the reject messages which would appear online if the validation condition failed.

Reject Message	Award Validation Condition
<i>Award Not Packaged - Applicant Has Holds</i>	Holds cannot exist on the ROAHOLD form that prevent packaging.
<i>Award Not Packaged - Outstanding Requirements</i>	Check if there are any unsatisfied tracking requirements that prevent packaging on the RRAAREQ form.
<i>Award Not Packaged - Violates Group Min or Max</i>	If you are performing automated packaging, the award must fall within the minimum and maximum award levels set for the packaging group on the RPRGFND form.
<i>Award Not Packaged - Violates Group Award Rules</i>	If you are performing automated packaging, the packaging group awarding rules cannot be violated by the applicant or by the award on the RORRULE form (Packaging Group Fund Award Rule Type).
<i>Award Not Packaged - Must Reduce Need</i>	The award must reduce the calculated need if a federal fund (except Pell) has been previously awarded.
<i>Award Not Packaged - Cannot Be a Federal Fund</i>	The award cannot be a federal fund (except Pell) if an award that does not reduce need has been previously awarded.
<i>Award Not Packaged - Exceeds Unmet Need</i>	If the award reduces need, the need must still be available.
<i>Award Not Packaged - Exceeds EFC</i>	If the award replaces EFC, EFC and/or unmet need must still be available.
<i>Award Not Packaged - Violates Fund Matching Rules</i>	The applicant or the award cannot violate the fund rules on the RORRULE form using Fund Award Rule Type.
<i>Award Not Packaged - Money Not Available for Fund</i>	The fund must have the amount of the award available to offer. Use the RFIBUDG form to display fund balances and the RFRMGMT form to update fund balances.

Reject Message

Award Not Packaged - Violates Fund Min or Max

Award Not Packaged - Unsat Prog (Institutional)

Award Not Packaged -Unsat Prog (State Aid)

Award Validation Condition

The award must be within the minimum and maximum fund award levels on the RFRMGMT form.

The student is not making satisfactory academic progress for an institutional program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).

The student is not making satisfactory academic progress for at the state aid level. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).



Note

All of the award validation conditions that follow are only checked if the fund is associated with a federal Fund ID. ■

Reject Message

Award Not Packaged -- Applicant Not US Citizen

Award Not Packaged -Unsat Progress (All Aid)

Award Not Packaged - Applicant in Default

Award Not Packaged -- Applicant Owes Refund

Award Not Packaged -Exceeds Allowable Maximum

Award Not Packaged -- Exceeds Cumulative Amount

Award Not Packaged -- Load Invalid For Fed Fund ID

Award Not Packaged - Class Invalid for Fed Fund ID

Award Validation Condition

The RNANAxX form must indicate that the applicant is a citizen or eligible non-citizen.

The ROASTAT form must indicate that the applicant is making satisfactory academic progress with a code that permits packaging.

The RNANAxX, RNARSxx, RNASLxx or RHATINF form must indicate that the applicant is not in default on a Title IV loan.

The RNANAxX, RNARSxx, RNASLxx1 or RHATINF form must indicate that the applicant does not owe a refund on a Title IV grant.

The award amount cannot be greater than the calculated budget minus the sum of the resources and other aid.

The new awarded amount, plus the previously awarded amounts, cannot exceed the hard-coded cumulative maximum amounts on the Federal Rules Inquiry form (RPIFEDR).

The applicant's load and class cannot violate the Federal rules on the RPIFEDR form.

Reject Message

Award Validation Condition

Award Not Packaged - Violates Fed Fund ID Limits

The award must fall within the minimum and maximum award levels on the RPIFEDR form.

Award Not Packaged - - Prior Bachelor Degree

If the fund has a Federal Fund ID of Pell, the applicant cannot have a prior degree on the RNANAxX form.

Award Not Packaged - Pell EFC Not Determined

If the fund has a Federal Fund ID of *PERK*, *SEOG*, or *STFD*, the applicant must have a Pell EFC on the RNARSxx form.

Award Not Packaged -- SAR C-Flags Exist

The award is not packaged since SAR C Flags exist.

Award Not Packaged -- Ind.Stu Ineligible For PLUS

The award is not packaged since the individual student is ineligible for a PLUS loan.

Award Not Packaged - No Pell for Profs or Grad

The award is not packaged since Pell is not available for professional or graduate students.

Award Not Packaged - Est EFC/ Pell Ineligible

The award is not packaged since the estimated EFC for Pell is ineligible.

Award Not Packaged -- No Pell Budget

The award is not packaged since no Pell budget exists for the student.

Award Not Packaged - Unsat. Progress (Title IV)

The student is not making satisfactory academic progress for a Title IV program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).

Award Not Packaged - Unsat Progress (Federal Aid)

The student is not making satisfactory academic progress for Federal aid. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).

Award Not Packaged - Override Need Exceeds Budget

The award is not packaged since the need override exceeds the budget.

Award Not Packaged - No Need Analysis Record

The award is not packaged since a need analysis record has not been established.

Manually Scheduling Awards

Banner initially distributes awards by terms according to rules set on the Award and Disbursement Schedule Rules form (RFRASCH) or the Default Award and Disbursement Schedule Rules form (RFRDEFA) in the Funds Management Module. You can change the award schedule for a specific student and fund on the second page of the Award form (RPAAWRD), on the Package Maintenance form (RPAAPMT), or on the Financial Aid Record Maintenance form (ROARMAN).

Award Amount Change - When you manually change the amount of an award, it is scheduled according to the distribution percentages previously entered for the fund on page two, rather than the schedule defined on one of the award schedule rules forms. Therefore, if a student should receive an award with the unique pattern of 25% in the Fall and 75% in the Spring and the amount of the award changes, the new amount will still be scheduled at 25% in the Fall and 75% in the Spring.

Aid Period Change - If you change the student's aid period, both new awards and revised awards will be scheduled according to the rules on the Award and Disbursement Schedule Rules form (RFRASCH) or the Default Award and Disbursement Schedule Rules form (RFRDEFA). A change in the student's aid period is determined by comparing the list of terms in the fund's award schedule to the list of terms for the student's current aid period.

Note

An award status code change by itself does not cause the award to be rescheduled.

Adding Terms to an Award Schedule

The only time you can manually add a new term to a student's award schedule is when that new term is valid for the student's current aid period but it wasn't part of the student's aid period when the award schedule was originally created. When you add a new term record to the award schedule, Banner does not change the way the other terms were scheduled.

Instead, Banner sums up all the terms for the fund, puts the new total through the award validation process and places the new total in the RPRAWRD table and then displays it in the Fund Awards section of the Award form (RPAAWRD), the Package Maintenance form (RPAAPMT), and the Financial Aid Record Maintenance form (ROARMAN). This is the only situation which will cause the total award to change due to a change in one of the term amounts. Normally, the total in the Fund Awards section needs to be changed and the new total between terms in the award by term detail needs to be rescheduled.

The function to add a new term record is used, for example, when a student who was originally in one aid period later decides to also attend a Summer term. If the Summer is the last term for the aid year, the student's aid period can be changed to include that term. To give the student an award for the new Summer term, insert a new term record into the

student's award schedule in the award by term detail section with the new Summer award amount.

This will not change the way other terms have been scheduled (and possibly already paid). Banner will automatically add up all term amounts and calculate the new distribution percents for each term based on the new total, and will package the new total. If the total in the Fund Awards section is changed first, Banner might change the way other term amounts have been scheduled.

The override indicators in the award by term detail of the Award form and Package Maintenance form are used if the new total fails the award validation process for one of the reasons that can be overridden. The override options available in the award by term detail are the same as in the Fund Awards section; enter a *Y* to override the specific reason for the validation failure or an *A* to override all possible reasons.

For the override to work, you must package the fund and save first. These overrides include: **Unmeet Need**; **Replace TFC**; **Trck Req**; **Fed Limit**; and **Fund Limit**.



Warning

Entering an override prior to a commit will not yield the expected results. ■

Award by Term Procedure

A quick award process exists which makes it easier to maintain awards which need to be changed due to:

- a student's change in anticipated course load affecting only one term, or
- a student's change in enrollment plans so as not to be enrolled for all terms as previously expected.

Consider the following two award maintenance scenarios and the current Banner Financial Aid operational steps, either of which allow you to change the award to the desired amount.

A student changes enrollment to half-time Fall and full-time Spring. The steps to change the award were:

For Option 1

1. Change the student's budget on the Applicant Budget form (RBAABUD).
2. Change the total award in the Funds Award section of the Award form (RPAAWRD).
3. While still in the Funds Award section of the RPAAWRD form, save the change and wait for award validation to accept the new award.

4. While on the RPAAWRD form, go to the Fund Awards by Term window and change the award by term records to reflect a half-time Fall award and a full-time Spring award, ensuring that the sum of the term awards exactly equals the total that was entered in the Funds Award section (or else the term changes will be rejected).

For Option 2

1. First enter the changed term award amounts on the Fund Awards by Term window of the Award form or Package Maintenance form.
2. Save the changes and Banner proceeds as follows:
 - The sum the term awards for the changed fund is compared to the existing total award (that would initially have been displayed in the Funds Award section).
 - If the sum of the term awards differs from the (existing) award total, a pop-up window is displayed with a warning message requesting verification that the award total is to be changed to the sum of the changed term awards.

To position your cursor on the proper choice you can use the Enter key or the Tab key. Once you select your choice, press the Accept (Save) key.

- If you indicate that you want to change the award, the award is repackaged using the new total which includes a validation against awarding rules, and all changes are committed.
- If you do not want to change the award, the attempted term changes will be rolled back.
- Banner recalculates the award percents for each term based on the new term amount and updates those fields.
- The newly packaged amount can now be seen in the Funds Award section of the Award form or the Package Maintenance form.

When you use the Award form (RPAAWRD), you can make changes to multiple terms and multiple funds with a single Save. Since the Award by Term Block on the Package Maintenance form (RPAAPMT) only deals with one fund at a time, multiple terms can be done only for the selected fund.

Identifying Students Needing New or Revised Award Letters

It is possible to identify students who may need a new or a revised award letter. The Packaging Group Information section of the Award form (RPAAWRD), Packaging Maintenance form, (RPAAPMT), and Financial Aid Record Maintenance form (ROARMAN) display an **Awrđ Ltr** field.

This field (RORSTAT_AWD_LTR_IND) is set to *Y* whenever the offered amount changes on any fund in the student's package when you want changes to the fund to cause the award letter indicator to be set. If you want changes to a particular fund to cause the indicator for the student to equal *Y*, you must check the **Award Letter** field on the Fund Management form (RFRMGMT). Do not check this option if you do not want changes to a particular fund to set the award letter indicator to *Y*.

You can use the **Award Letter** indicator (RORSTAT_AWD_LTR_IND) in population selection to choose students who need a printed copy of an award letter. You could use the following sample selection statement for this purpose: RORSTAT_AWD_LTR_IND = *Y*.

You can manually change the award letter indicator on the three packaging forms. For example, you may not want to send a new award letter to a student if an award only changes by a small amount. You could change the indicator back to *N* so that you do not select the student for a new award letter. Or, if you want a particular student to receive a duplicate copy of his latest award letter, change the indicator from *N* to *Y*. Banner now selects the student for a new letter even though there were no changes to his award package.

To create a population of students who should receive an award letter you should run the GLBDATA process to find the students whose award letter indicator = *Y*. When you run the letter extract process (GLBLSEL) for your award letter, you should use the population just created. To reset the award letter indicator back to *N* you should run a report called RLRLETR immediately following the letter print process (GLRLETR). The parameters for this process must be the same as the population you just used to print the award letters. It also asks for an aid year code so it knows which award letter indicator to reset. This report will reset the award letter indicator back to *N* so the student will not be reselected for another award letter unless there have been subsequent changes to the award package.

Banner Financial Aid Global Disbursement Options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If the student has not accepted their charges for the term in which the disbursement is run, do you want to allow the student to receive the financial aid credit on their account?	RPROPTS	Disburse If Charges Not Accepted	a checked box	If you do not check this box, the fund is not paid if the student has not accepted their charges for the term in which you run disbursements. In this case, the financial aid could be authorized but not paid.
If the student has an unresolved SAR C flag, do you want to pay the student?	RPROPTS	Disburse if SAR C Flag Exists	a checked box	If you do not check this box, the fund is not paid.
Do you want to allow the fund that was previously paid to memo?	RPROPTS	Allow Memos When Previously Disbursed	a checked box	If checked, it will allow a fund that has previously paid for the term you are trying to disburse, to memo. This includes memoing amounts that have paid or authorized then backed out to zero. It also includes memo amounts that are for future scheduled disbursements when earlier scheduled disbursements have been paid or authorized and not backed out.
When you disburse an award, which enrollment do you want to use to determine the student's load at the point of the disbursement as the default value?	See Below	See Below	See Below	The value entered in this field will only be used if there is not a disbursement enrollment option entered for the term of disbursement on the Enrollment Cut Off Dates Rules Window.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
.... Expected Enrollment?	RPROPTS	Enrollment Option for Disbursement	<i>E</i> xpected	Banner uses the student load from the student reported expected enrollment from the current Need Analysis record, (if you check the Estimated Enrollment - Pell field). If this information does not exist, or if you do not check the Estimated Enrollment - Pell field, Banner uses the Default Estimated Enrollment.
.... Adjusted Enrollment?	RPROPTS	Enrollment Option for Disbursement	<i>A</i> adjusted	<p>Banner calculates the student's adjusted enrollment as the student billing hours for the term minus any courses listed on the Audit Grading Mode form (RPRAUDT), minus any courses in the student's schedule where the course registration status indicates that the course should not count in enrollment.</p> <p>This means that dropped or canceled courses for the term are not counted in enrollment, but non-credit remedial courses are counted even though these courses do not carry real credit hours. Banner uses adjusted financial aid hours if this information exists, otherwise it uses current adjusted hours. The adjusted hours are converted to load based on the credit hour rules specified on the ROAINST form.</p>

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
.... Actual Enrollment?	RPROPTS	Enrollment Option for Disbursement	Billing	Banner uses the student's financial aid billing hours for the term of disbursement if it exists, or else Banner uses the current billing hours. The billing hours are converted to load based on the credit hour rules found on the ROAINST form.
Would you like to setup different values of enrollment to be used when disbursing funds on a term-by-term basis?	RPROPTS (<i>Enrollment Cut Off Dates Rules Window</i>)	Term Code and Disbursement Enroll Option	Term code for this specific enrollment status and the enrollment status you wish to have: Expected Adjusted Billing	If a rule exists on this window for a term, it will override the Enrollment Status window on the prior window of the form.
At what date in the term do you wish to treat aid that has been paid differently than at the beginning of the term?	RPROPTS (<i>Enrollment Cut Off Dates Rules Window</i>)	Cut Off Date	Date to be used	This is a required field.

Banner Financial Aid Fund Specific Disbursement Options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you want to give the student anticipated credit for the fund prior to payment of the fund?	RFRMGMT (<i>Packaging Options Window</i>)	Memo Credit	Accepted or Offered	<p>If this field is set to <i>Accepted</i>, the memo goes out only if the student accepts the award and all memo validation criteria have been met.</p> <p>If this field is set to <i>Offered</i>, the memo goes out if the status of the award is either <i>Offered</i> or <i>Accepted</i> and the student has met all memo validation criteria.</p>
How do you want to disburse the fund to the student's account?	RFRMGMT (<i>Packaging Options Window</i>)	Disburse	System or Manual	<p>If this field is set to <i>System</i>, Banner automatically creates the disbursement (from either RFRDEFA or RFRASCH) schedule when the student accepts the award.</p> <p>If this field is set to <i>Manual</i>, Banner does not automatically create a schedule, but does allow you to manually create a disbursement schedule for the student and fund.</p>
If the student is enrolled, at the point of disbursement, for less hours than what you anticipated when you packaged, do you still want to disburse the fund?	See Below	See Below	See Below	

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
...No, do not disburse.	RFRMGMT (Disbursements Option window)	If Disb Load Code > Pckg Load Code	<i>N</i> = No Disbursement	<p>If an amount has already been paid, it may be backed out based on the back out options set in the If Ineligible Before Cut-Off Date and Ineligible After Cut-Off Date fields.</p> <p>By setting the option to No Disbursements when the Disb Load Code > Pckg Load Code, a Disbursement Error/Reject is created and the If Ineligible fields are then</p>
...Yes, disburse the amount of the award.	RFRMGMT (Disbursements Option window)	If Disb Load Code > Pckg Load Code	<i>D</i> = Disburse 100%	Disburse the amount of the award in the student's package despite the load.
...Yes, but prorate the amount of the award that you want to pay based on the load.	RFRMGMT (Disbursements Option window)	If Disb Load Code > Pckg Load Code	<i>P</i> = Prorate	<p>The amount of the award in the student's package is prorated based on the payment percentages for the student's load (load is determined based on the Enrollment Option for Disbursement field).</p> <p>If an amount greater than the prorated amount has already been paid, you may back out the difference based on your back out options as set in the Ineligible Before Cut-</p>

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If you choose to prorate the amount of the award when the student is enrolled at less than the anticipated amount during packaging, how do you want to prorate the award?	RFRMGMT (Disbursements Option window)	Payment% for 3/4 Load Payment% for 1/2 Load Payment% for Less 1/2 Load	Enter percentages for each load option	When Banner calculates the prorated amount based on the load, it determines the student's load based on the Enrollment option for Disbursement option.
If an award is scheduled for disbursement in multiple payments within a term, and the student's load changes between scheduled disbursements, how do you want Banner to calculate the amount of the subsequent disbursement?	RFRMGMT (Disbursements Option window)	Change Load During Term	Based on the <i>A</i> - (Award Scheduled) or on the <i>S</i> - (Scheduled Disbursement)	If the Disb Load Code > Pckg Load Code field is either <i>D</i> or <i>P</i> , this indicator calculates the disbursement amount. If it is set to <i>A</i> , the scheduled award for the term is multiplied by the payment percentages based on the student's load and the result is paid. If it is set to <i>S</i> , the scheduled disbursement is multiplied by the payment percentages based on the
Are there any institutional specific disbursement rules for the fund?	RORRULE (using Rule Type Fund Disbursement)			
Do you want to apply the same enrollment edits that are used for disbursement for determination of what can be memo'd?	RFRMGMT (Disbursement Options Window)	Use Disb Enroll Edits for Memo	a checked box	When this box is checked, it will prevent aid from memoing if this student is not enrolled. It will use all of the same edits for enrollment as the disbursement process, including at least half time for loans.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If a student has received a payment for financial aid and subsequently the aid office reduces the amount of the student's award, do you want to reverse the difference between the paid award and the new award amount on the student's account?	RFRMGMT (<i>Disbursement Options Window</i>)	Recoup when Award Reduced	a checked box	Use this option to recoup aid from the account when the award amount is less than the amount which has already been paid. The disbursement process places a negative payment amount on the student account for the difference.
If a student has received payment and their enrollment changes, but the student is still eligible and you want to pay that portion of eligibility to the student account?	RFRMGMT (<i>Disbursement Options Window</i>)	Recoup	D = Disregard	Proration rules are used when the student has no disbursement errors.
If a student has received payment but now has disbursement errors (for example, Student Not Enrolled, Outstanding Tracking Requirement) and you want to leave existing disbursements?	RFRMGMT (<i>Disbursement Options Window</i>)	Recoup	D = Disregard	Disregard will make no adjustment to student account.
If a student has received payment but now has disbursement errors (for example, Student Not Enrolled, Outstanding Tracking Requirement) and you want to bring disbursements for term back to zero?	RFRMGMT (<i>Disbursement Options Window</i>)	Recoup	B = Backout Disbursement	Backout will reverse credit to student account

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If a student has received a payment for an award in a specific term, and the student becomes ineligible for the award after it is paid, do you want Banner to back out the payment which has been made?	See Below	See Below	See Below	
...No, do not back out the payment that has already been made.	RFRMGMT (Disbursement Options Window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	<i>D</i> = Disregard	The disbursement process does nothing if the student becomes ineligible after a payment has been made. Ineligibility is defined as failing any of the disbursement validation criteria. (You can set this option differently based on if it is on or before or after your system defined cut-off dates on the RPROPTS form.)
...Yes, backout funds	RFRMGMT (Disbursement Options Window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	<i>B</i> = Backout disbursements	If the student is ineligible, regardless of why, funds will be backed out with the <i>B</i> option.
...Yes, back-out the entire amount of the payment which has been made for the term.	RFRMGMT (Disbursement Options Window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	<i>B</i> = Backout Disbursements	The disbursement process backs out the entire amount of the payment for the term. Ineligibility is defined as failing any of the disbursement validation criteria. (You can set this option differently based on if it is on or before or after your system defined cut-off dates on the RPROPTS form.)

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
...Yes, but back-out only the amount of the payment which has not been applied to a charge.	RFRMGMT (Disbursement Options Window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	P = Payment not Applied	The disbursement process backs out the amount of the payment which has not yet been applied to a charge through the application of payments process. This option is designed to reverse the amount of the payment that you could potentially refund back to the student without changing the amount that you already used to pay the charges. If you run disbursements online, this option puts out a request to include the student in the next run of the application of payments process. This option only performs a back out when it is run in batch mode.
If the student's enrollment changes and they are eligible for additional funds and you want to apply Proration rules to these funds	RFRMGMT (Disbursement Options Window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date. Recoup when award is reduced.	D = Disregard checked	If no disbursement errors exist and disbursement options are set to Recoup and Disregard, proration is applied for enrollment changed.
If a student has been selected for verification, and the student's verification has not yet been completed, do you want to disburse the aid to the student anyway?	RFRMGMT (Disbursement Options Window)	If Selected for Verification but Verification is not complete	a checked box	You can check this option for non-Federal funds so the verification process does not hold up these funds. If unchecked, Banner does not disburse aid to the student.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If a student has any general unsatisfied tracking requirements on their tracking record which prevent disbursement, do you want to pay the non-Federal fund anyway?	RFRMGMT (<i>Disbursement Options Window</i>)	Override General Tracking Requirements	a checked box	You can only use this option for non-Federal funds. (If the fund is a Federal fund, you cannot override general tracking requirements which prevent disbursement. A general tracking requirement is defined as one which is not fund specific.)
When you disburse the award, is a promissory note required for disbursement?	RFRMGMT (<i>Disbursement Options Window</i>)	Promissory Note Required	a checked box	<p>If this field is checked, this option creates promissory note requirements for all terms in which the student receives the fund when the award is accepted in the student's package.</p> <p>The disbursement process assures that the student has signed (satisfied) that requirement prior to the payment of the fund.</p>

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Is there a term where all disbursement activity should be prevented or stopped for a period of time?	RFRMGMT Disbursement Locks	Term Code	a checked box	When this box is checked, all disbursement activity for that term will be prevented.
Does the fund have a limit on how much you can disburse to the student based on the actual tuition and fees, etc.?	RFRMGMT	Detail Code Rules window	Valid Detail Codes defined as charges	When you disburse the fund, Banner only pays an amount up to the sum of the defined detail codes for the term,. These rules only specify the maximum amount you can pay to the account and in no way determine how to apply the payment to specific charges. This function occurs in the Accounts Receivable Application of Payments Process.
Are there any fund-specific tracking requirements that should be created when the fund is awarded that should prevent the disbursement of this fund?	RFRMGMT Tracking Requirements	Tracking Code	Appropriate Tracking Requirement Code	<p>If populated, a new requirement will be created when the fund is awarded and will not allow disbursement (setup on RTVTREQ) of this fund until satisfied.</p> <p>Rules can be set on RTVTREQ to prevent memo or disbursement until satisfied. Note: If the fund is removed from the student's award and the requirement has not been satisfied, it will</p>

 **Note**

If an award is cancelled, declined, or reduced to a zero award amount, the Disregard setting will be ignored and the previous payment will be backed out.

 **Note**

The Disregard setting will only affect awards which have been partially disbursed.

Disbursement Validation Edits

The disbursement validation process checks user-defined rules, hardcoded rules, and federal rules before Banner actually processes a payment or authorization. The following list outlines the items that the disbursement validation process checks before processing a payment or an authorization. The RPEDISB.log file lists the reject messages associated with each factor if the disbursement is not paid or authorized.

Reject Message	Disbursement Validation Condition
<i>Applicant Has Holds</i>	Determines whether there are active holds that prevent disbursements on the ROAHOLD form.
<i>Outstanding Non-Fund Req</i>	Checks for non-fund specific tracking requirements that prevent disbursements on the RRAAREQ form. (Also checks to see if the fund is supposed to override non-fund specific tracking requirements.)
<i>Outstanding Fund Req</i>	Checks fund-specific tracking requirements that prevent disbursements for that fund on the RRAAREQ form.
<i>Applicant is Not Enrolled</i>	<p>If the institutional option is set to disburse using actual enrollment (Code A or B), Banner checks for the actual enrollment of the student. If there is no actual enrollment, the Disbursement Load is set to 5.</p> <p>If the institutional option is set to use expected enrollment, then it uses the expected enrollment from the RCRAPP1 table. If there is no expected enrollment in RCRAPP1 then it uses the default enrollment from the RPBOPS table (Packaging Options form-RPROPTS).</p>
<i>L/V Term Not in ROAINST</i>	L/V Term is not in ROAINST
<i>Disbursement Amount Greater than Loan Amount</i>	The disbursement amount is greater than the loan amount.
<i>Charges Have Not Been Accepted</i>	Charges have not been accepted.
<i>COD Rejected Disbursement Record</i>	The disbursement record was rejected by COD.
<i>Disbursement Requires Approval From COD</i>	Disbursement requires approval from COD.
<i>Disbursement Reference No. 91-99 Or MRR Block</i>	Disbursement reference number 91-99 or MRR block.
<i>A Previous DL Disbursement Number is Undisbursed</i>	A previous Direct Loan disbursement number is undisbursed.

Reject Message	Disbursement Validation Condition
<i>A Disbursement With Earlier Date is Undisbursed</i>	A disbursement with an earlier date is undisbursed.
<i>Prom Req Not Satisfied</i>	Checks for the receipt of a promissory note for the term being disbursed if the fund requires a promissory note. on page 2 of the RRAAREQ form.
<i>Award Not Accepted</i>	Ensures that the award is in an accepted status. Use the RPAAWRD, RPAAPMT, ROARMAN, or RPAMACC form to update the award status.
<i>Violates Fund Disb Rules</i>	Violates user-defined fund disbursement rules (Fund Disbursement Rule Type) on the Financial Aid Selection Rules form (RORRULE).
<i>Verification Incomplete</i>	Determines if verification is required/completed. If the fund disbursement rule on the Fund Management form (RFRMGMT) is set to not disburse with an incomplete verification and verification is incomplete, then a disbursement will not take place. Otherwise, the verification of the required/completed information is ignored and the disbursement takes place.
<i>Not Making Sat Acad Prog (All Aid)</i>	Checks the satisfactory academic progress of the student. This is determined with the satisfactory academic progress code for the highest term code that is less than or equal to the term code for which the disbursements are performed. Use the ROASTAT form to view or update SAP codes.
<i>Orig Rec Not Acknowledged</i>	Origination record not acknowledged.
<i>Prom Note Not Acknowledged</i>	Promissory Note not acknowledged.
<i>Loan Cancelled - No Disb</i>	Loan has been cancelled without disbursements.
<i>Disb Cancelled- No Disb</i>	Disbursement cancelled without disbursements.
<i>No Authorization for EFT Disbursement</i>	No authorization for EFT disbursement.
<i>Loan Status is Held/ Inactive - No Disb</i>	The loan status is on hold or inactive, no disbursements.

Reject Message

Disbursement Validation Condition

*Award Status for Loan is
Cancel/Decline - No
Disb*

Award status for loan has been canceled or declined without disbursements.

*Not Making Sat Acad
Prog (Institutional)*

The student is not making satisfactory academic progress for an institutional program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).

*Not Making Sat Acad
Prog (State Aid)*

The student is not making satisfactory academic progress for a state program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).

*No General Student
Record for Aid Period
Term(s)*

A student record does not exist for the aid period/term.

If the institutional option is set to not disburse unless charges have been accepted, Banner checks to see if the student's charges have been accepted.

Checks that the fund being disbursed is not locked for the term. You can verify locked funds on the Disbursement Locks window of the Fund Management form (RFRMGMT).

The disbursement validation process checks that sufficient funds are available to process the disbursement. If these funds are not available, Banner places a lock on the fund for the term. You must add more money to the fund and manually remove the lock on the Disbursement Locks window of the Fund Management form (RFRMGMT).

If the fund is associated with detail codes on the Detail Code Rules window of the Fund Management form (RFRMGMT), Banner determines whether or not the student has those detail codes on his accounts receivable record for the term. The process may reduce the amount of the authorization/disbursement so that it does not exceed the sum of the detail codes on the student's account that are associated with the fund.



Note

The rules that follow are only checked if the fund is associated with a federal Fund ID.

<i>Reject Message</i>	<i>Disbursement Validation Condition</i>
<i>Not in Eligible Program</i>	Checks that the student is enrolled in an eligible major for the primary curriculum. The Major, Minor, Concentration Code Validation form (STVMAJR) defines the eligible programs for financial aid.
<i>Not Citz</i>	Validates citizenship from the RCRAPP1 table for the current record. Use the RNANAxX form to view and update citizen information.
<i>Applicant in Default</i> <i>Applicant Owes Refund</i>	Ensures that the student is not in default on a Federal title IV loan or owes a refund on a Federal title IV grant. Banner uses the RCRAPP1 table and the Financial Aid Transcripts for this determination. Use the RNANAxX, RNARSxx, RNASLxx form to view and update this information.
<i>Enroll Inval/ Fed Fund ID</i> <i>Cannot Get Class Code</i> <i>Cannot Get Federal Rules</i>	Verifies that the minimum required enrollment for the fund has been reached (as defined on the Federal Rules Table (Federal Rules Inquiry form - RPIFEDR)).
<i>Violates Pell Req</i>	If the fund is Pell, the disbursement validation process verifies the non-receipt of a degree by 7/1/xx in the RCRAPP1 table. Use the RNANAxX form to view this information.
<i>SAR Recvd Date Not Present</i>	If the fund is Pell, Banner searches for the receipt of a SAR (SAR certified date on the Applicant Pell Grant form - ROAPELL).
<i>SAR EFC Not = System EFC</i>	If the fund is Pell, Banner checks that the Primary SAR-EFC matches the Primary Sys-EFC OR (the Primary SAR-EFC matches the Secondary Sys-EFC AND the Secondary SAR-EFC matches the Primary Sys-EFC). Use the ROAPELL form to view this information.
<i>Pell Elig Not Determined</i>	If the fund is SEOG, Perkins, Stafford, the validation process checks whether or not Pell Grant eligibility has been determined (Sys-EFC is not null). Review Pell Grant eligibility information on the RNARSxx form.
<i>Student/Par CTRB Is Est</i>	If the fund is a Title IV Federal fund, Banner ensures that the student and parent contributions are official. Review student and parent contribution information on the RNARSxx form.

Reject Message	Disbursement Validation Condition
<i>Disb Load > Pckg Load</i>	The disbursement process compares a student's enrollment load at the time of disbursement to the enrollment load assumed at the time of packaging if the institutional option is set to disburse using actual enrollment. If the code for the student's load at the time of disbursement is greater than the code for the expected load at packaging time, the disbursement process does not disburse the fund if the If Disbursement Load Code greater than Package Load Code field is set to <i>N</i> (No Disbursement) on the RFRMGMT form.
<i>Error - Basic Student Data</i>	During the validation of Title IV Federal funds, Banner requires data from the General Student Table (SBGSTDN) such as the Level Code, Major Code and Student Type Code. Banner displays the <i>ERROR - BASIC STUDENT DATA</i> message when a general student record does not exist for the student in the Student System.
<i>Unofficial for Title IV</i>	If the fund is a Title IV Federal fund, Banner ensures that the Official Source Indicator on the RNARSxx form is set to <i>1</i> for Official. Check the value of this field on the RNARSxx form.
<i>Error Selecting Load Rules</i>	This error occurs when rules have not been established in the Credit Hours Block on the ROAINST form for a particular Term/Aid Year/Level Code combination. You can view the student's current level code on the Student form (SGASTDN).
<i>Plus Cred Check Not Appr</i>	PLUS credit check was not approved.
<i>Award Not Disbursed - SAR C-Flags Exist</i>	Award was not disbursed; SAR C flags exist.

Reject Message	Disbursement Validation Condition
<i>Not Making Sat Acad Prog (Title IV)</i>	The student is not making satisfactory academic progress for a Title IV funded program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).
<i>NOT Making Sat Acad Prog (Federal)</i>	The student is not making satisfactory academic progress for a Federal program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status form (ROASTAT).
<i>No Affirmation Received for Direct Loan</i>	The DL Affirmation Pilot field on the Institution Options form (ROAINST) indicates whether your school participates in the Direct Loan Affirmation Pilot Program and chooses to prevent disbursements of Direct Loans to borrowers who do not authorize the disbursement of funds under the Master Promissory Note process. The Affirm Flag for the student should be checked in the Disbursement Detail window of the Direct Loan Origination form (RPALORG) if the student has authorized the disbursement.

Other Disbursement Considerations

Regulatory Compliance for Stafford Disbursements

Banner disburses all financial aid based on the enrollment option selected on the RPROPTS form. You decide whether to disburse aid based on expected enrollment, billing hours, or adjusted hours. Along with this option is the decision of whether to freeze hours at a specific point in time. The decision to capture hours at a specific time, most likely at the census date, allows your institution the opportunity to set a constant enrollment load for the determination of all aid disbursements, without continually recouping monies every time a student drops a class.

- In the case of the Stafford loans, the actual enrollment of the student must be checked at the time of disbursement — requiring the use of Student system hours. However, the process must take into account the consortium students who will not have these hours for the terms in which they are in a consortium agreement.

Banner Student enrollment hours are maintained as records in the SFBETRM table. The student could be attending another institution and should still get paid by the local school.

The **Consortium Indicator** field on the ROAENRL form allows your institution to flag a student as a consortium student for any one term. By setting the consortium indicator flag, the Disbursement Process always checks the ROENRL hours for all funds, and does not check for the flag for **Charges Accepted**.

Disbursement Edits for Loans to Match Edits for other Funds

- The Stafford disbursement process ensures that the award amount is not less than the disbursement amount. No other funds disburse more than the award amount. However, since these are loans and it is possible to have loans without awards, the edit checks the loan amount instead of the award amount.

In those cases where you review this loan disbursement and determine that you still want to disburse this loan, an override can be added on a loan disbursement by disbursement basis to allow this to occur.

- There is also an edit for allowing you to determine whether to disburse or not when the Package Load is greater than the Disbursement Load.

One of the fields in the Aid Year Specific Data - Disbursement Options window on the RFRMGMT form, **If Disbursement Load Code greater than Package Load Code**, functions and description for option *D D - Do not Prorate* to *D - Disburse 100%*. The option is effective for loan funds for the options of *D - Disburse 100%* and *N - Do not Disburse*.

Memo

This allows those funds, which have been disbursed in a term, and then for some reason the disbursement is completely recouped, to allow that fund to continue to be a memo as long as it meets the conditions for a memo. This can be set based upon an option on the RPROPTS form.

Loan Authorization to Net Returned Amounts

Banner lets you create a return check record (sequence 2) on the RPALDSB form, prior to having disbursed the loan proceeds in the sequence 1 record. This was not a problem, as many times it was known prior to the first disbursement that some of the monies would need to be returned to the lender due to some change in eligibility.

However, when determining the amount of the loan to display as an authorization record, the disbursement process only checked the sequence 1 transaction to determine the amount to authorize. When, in fact it should have netted the amounts together from all sequence records that met the conditions to allow authorization.

Using Enrollment Disbursement Edits for Funds in Memo Status

There have been several requests to allow Banner to only post Memo funds in the amount that would be paid. Previously, there were no edits checking for enrollment on the memo process, and this resulted in aid passing as a memo in excess of what the student was

reasonably expected to receive. In some cases, the fund would not be disbursed at all, since the student was not enrolled. In other cases, the student should have received a reduced memo amount, or no memo amount at all, due to a reduced enrollment from what was anticipated when the fund was first awarded. Banner now allows disbursement edits for enrollment to be used for funds in Memo status.

Recognition of Pell Payment Cell to Disbursement Process

The disbursement process had required the SAR EFC and System EFC to be exactly the same number in order for payment to occur. There was a request to allow the disbursement process to recognize the Payment Cell, so that when these numbers vary within the 100 point range, the disbursement process would treat the EFC numbers as equal values. Since some schools may want to retain the prior method used by the Banner system, this feature is available as an option.

Part-Time Proration

The disbursement process compares a student's enrollment load at the time of disbursement to the enrollment load assumed at the time of packaging if the institutional option is set to disburse using actual enrollment.

- If the code for the student's load at disbursement time is less than or equal to the code for the expected load at packaging time, the disbursement process will process the amount packaged for the term without any adjustments.
- If the code for the student's load at disbursement time is greater than the code for the expected load at packaging time, the disbursement process performs one of the following options.

N	No Disbursement (do not process any disbursement for the fund for the term),
---	--

D	Disburse 100% (process the amount packaged for the term and do not prorate the amount), or
---	--

P	Prorate (prorate the amount packaged for the term by multiplying the packaged amount by a user specified percentage).
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The choice to use one of the preceding options is determined by your institution on a fund-by-fund basis.

The enrollment code in this comparison is the code that means full-time (1), three-quarter-time (2), half-time (3), less than half-time (4), and no enrollment at all (5). The code for a student enrolled on a half-time basis (3) is greater than a student enrolled on a full-time basis (1). This is an important distinction since it is the opposite of when you compare the number of credit hours for which a student is enrolled.

For example, if you package a student under the assumption of full-time enrollment (code 1) and that student is actually full-time at the time of the disbursement (code 1), disbursements will process the amount of the award that was packaged for the term without any proration because the two enrollment codes are equal. If you package the student under the assumption of half-time enrollment (code 3) and that student actually enrolls as a full-time student (code 1), disbursements processes the amount of the award that was packaged for the term without any proration because the disbursement code (1) is less than the packaged code (3).

However, if you package the student as a full-time student (code 1) and that student actually enrolls as a half-time student (code 3), the disbursements process uses one of the three options as stipulated by your institution for the fund because the disbursement code is greater than the packaged code. The three options are *N* - do not disburse anything (and possibly back out any previous disbursements for the fund and term), *D* - disburse 100% the amount of the award and allow a disbursement, or *P* - prorate the amount of the disbursement by multiplying the scheduled amount for the disbursement by the proration percentage entered on the Fund Management form (RFRMGMT) based on the student's actual enrollment load.

The **Disbursement Load Code greater than Package Load Code** field on the Fund Management form (RFRMGMT) collects your option if the disbursement load is greater than the packaged load. The **Packaging Load** field on the Award form (RPAAWRD), the Package Maintenance form (RPAAPMT), and the Financial Aid Record Maintenance form (ROARMAN) identifies how a particular fund was packaged for a specific term. The packaged load field for each term in the student's schedule initially defaults to the load you select for the calculation of Pell Grants. The Packaging Options form (RPROPTS) establishes this rule. The defaulted load is derived from either the student's expected enrollment load as reported on the need analysis application or the default estimated enrollment on the Packaging Options form.

You must remember to manually change the packaged load indicator for the appropriate term and fund whenever you change the student's award based on a different enrollment status. For example, assume that John was originally packaged as a full-time student (packaged load = 1). At the time of the disbursement, John is enrolled as a half-time student (disbursement load = 3). If the option set on RFRMGMT was set to *N* (Do not disburse), John would not receive a disbursement from the fund since the disbursement load is greater than the packaged load. Assume that you now access the Budget form and recalculate John's budget as a half-time student, and later access the Award form to repackage John with half-time awards based on a half-time need. If you fail to also change the packaged load to a code 3, John will still not get the half-time awards just packaged since the disbursement load is still greater than the packaged load. The half-time awards will be paid when you change the packaged load to a code 3 since the disbursement load is now equal to the packaged load.

Memos Processed After Scheduled Disbursement Date

If the calendar date is past the scheduled disbursement date and the student was not eligible for a real payment to the account because the payment fails one or more of the disbursement validation rules, the student can receive a memo. If you do not want to process memos after the scheduled disbursement date, you can set the memo expiration date to be the same as the scheduled disbursement date

VA Chapter 30 - Prior to the 2010-2011 aid year

A provision of the 1998 reauthorization of Title IV financial aid is the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility. This provision requires that Chapter 30 and AmeriCorps benefits be excluded as resources when determining eligibility for subsidized loans.

The maximum exclusion is equal to the amount of the subsidized loan, but the budget can never be exceeded. Although these benefits must be excluded in the determination of a subsidized loan, they must still be used as resources when determining other federal need-based aid, such as SEOG, FWS, and Perkins Loans. If they so choose, schools may award other federal aid first utilizing 100% of the above benefits as resources.

The award validation for a Stafford Subsidized loan checks the amount entered in the **Subsidized Loan Exclusion Amount** field and uses the amount to automatically calculate the amount of Subsidized Stafford loan for the student. Enter the exact amount of VA Chapter 30 or Americorps benefits in the **Subsidized Loan Exclusion Amount** field on the Packaging Group tab of the RPAAWRD form at any time prior to awarding the Stafford Subsidized loan to ensure the correct calculation.



Note

This provision does not affect unsubsidized or PLUS loans. ■

If other federal aid is awarded, the order of the awards will affect the amount that can be considered as a subsidized loan.

Voiding Excess Payments for Students No Longer Eligible

Banner has a fund disbursement option to void a financial aid payment previously paid to a student who is now ineligible for the fund. The options on the Fund Management form (RFRMGMT) are to:

- *Back out the full amount of the payment.*
- *Disregard the fact that the student is now ineligible (do nothing).*

- Void the amount of the payment that has not yet been applied to a charge through the application of payments process.

The last option is designed to cancel the amount of the award that is to be paid back directly to the student without changing the amount that has already been used to pay the student's bill.

The *Payment Not Applied* option can only be used when the disbursement process is run in the batch mode. If disbursements are run online (from the Immediate Process form or the Student Payment form), the process puts out a request for the student to be included in the next run of the application of payments process. If the fund disbursement option is set to *B* or *D* on RFRMGMT, the requested function works as usual when disbursements are run online or in batch.

Disbursement Validation Reject Messages

You can run online disbursements from the Immediate Process form (ROAIMMP) in the Financial Aid System, or from the Student Payment form (TSASPAY) in the Accounts Receivable module of the Student System. Whenever you run the disbursement process, the program creates a log file with information about the execution of the program. The online disbursement process places messages in the log file (RPEDISB.log) for funds that could not be disbursed or to see the reject messages online, using the Disbursement Results form (ROIDISB).

Disbursement Reports Generated by Disbursement Process

The Disbursement Report (RPBDISB) is created if you enter *Y* for the Print Report parameter. No report is created when you enter *N* for the Print Report parameter. You can sort this report either by student name or ID. The sort option is selected via the Disb Report Sort parameter. You enter *N* for name sorting or *I* for ID sorting. That report prints the term code in the heading of all pages and includes a special message in the comment column to indicate if the amount disbursed was different from the amount awarded.

Other disbursement reports include the Student Award and Disbursement Report (RPRAWDB) which prints the summary by fund of the accepted amount, memo'd amount, authorized amount, and disbursement amount, as well as the Applicant Disbursement Report (RPRADSB), which provides detailed information on applicant disbursements.

Final Disbursement - Optional Processing

Final Disbursement processing can be used for end of year or end of term clean up. In addition there may be times that you want to finalize disbursements for an individual student; for example, a student who has been processed for Return of Title IV funds.

Final Disbursement processing can only be used in batch and not from the on-line forms. A disbursement can only become “final” when it has already been paid using disbursement validation. Once the disbursement has been finalized for a fund, the disbursement process will not automatically adjust the amount paid. It must be manually updated at that point on the disbursement tab of RPAAWRD.

Running the Disbursement Process in Final Mode will delete all remaining Memos and Authorizations that exist for the term entered in the parameter. It will also set the 'Finalized' indicator on the options tab of the 'Fund Awards By Term' tab of the RPAAWRD form to Y.

Executing the Disbursement Process by an Oracle Pipe

The Disbursement Process (RPEDISB) can now be executed by an Oracle Pipe. The main benefit of executing the Disbursement process via an Oracle Pipe is improved performance of the process when it is executed online from Banner via the Applicant Immediate Process form (ROAIMMP). Online Disbursement is normally launched through the General Interface form (GUQINTF), which calls the Job Submission process to start a platform-specific script which then loads and executes the RPEDISB program. The Disbursement Pipe method improves the performance time of Disbursement when executed online by using listener programs and accepting all requests for Disbursement via an ORACLE “pipe.” This achieves performance time savings since Job Submission does not need to load and execute the RPEDISB program with each disbursement request.

The Disbursement Pipe method is optional. That is, online execution of the Disbursement Process from ROAIMMP may still be launched through the General Interface form (GUQINTF), and requires no special setup. Everything will run in the traditional way, except an additional output file (.clg) will be produced for each execution of RPEDISB. The output will exist in the same file and directory structure, and will follow the same naming conventions.

Note

The Disbursement Process with an Oracle Pipe is not designed to function in a Windows NT or Linux environment.

Note

When the RPEDISB Disbursement Process is initiated from the Process Submission Control form (GJAPCTL), the Job Submission process starts

a platform-specific script which loads and executes the desired program. This is the method in which RPEDISB has always executed. The Disbursement Pipe alternative does not change this methodology. ■

Note

A small change has been made in the way disbursement date updates are made by the Disbursement Process. Prior to Release 7.4, the Disbursement Date Update Process (RPRDDUP) executed each time the RPEDISB Disbursement Process executed, both in online and batch execution. If the Rescheduled Disbursement Date option was selected on the Institution Financial Aid Options form (ROAINST), the process would reschedule disbursement dates for Financial Aid awards based on the student attending hours at the time of disbursement. If the option was not selected, the RPRDDUP Process ended without performing any updates. When executing through a pipe, the platform-specific script which loads and executes both the RPRDDUP and RPEDISB program only executes once when the pipe is started. Therefore, the RPRDDUP Process would only run once. Depending on how frequently the pipe is started and stopped, this could have an impact on how frequently the disbursement date updates take place. To prevent any impact on the disbursement date updates, the RPRDDUP Process has been removed from the platform-specific scripts which execute RPEDISB. Instead, a call to the `rokmisc.p_resched_fund_term_disburse` packaged procedure is directly made within the Disbursement Process for each student and fund that is processed.

The only difference you see is that the `rprddup.lis` and `rprddup.log` files are no longer created when the Disbursement Process is executed. The logging information is visible on the GJIREVO form, and when Disbursement is run from the ROAIMMP form, the detailed disbursement reject messages are displayed on the GJIREVO form. The disbursement date updates continue to take place at the appropriate time if you request. ■

Disbursement Pipe Terminology/Methodology

This section explains some special terminology and methodology to assist you in understanding and working with the Disbursement Pipe enhancement.

A database “pipe” is similar to a UNIX “pipe.” Different sessions connected to the same Oracle instance can send and receive messages over a pipe. Pipes can have multiple listeners (sessions that receive messages) and writers (sessions that send messages).

The writer packs a series of data items into a local message buffer. This buffer is sent over the pipe into the message buffer of the listener, who then unpacks its buffer.

When the listener is started via the RNRPINI Process, it sleeps until a message is received along the pipe to wake it up. The message (that is, a request for Disbursement) is processed, and the listener either goes back to sleep or processes the next message.

Each listener receives messages from one and only one pipe. The pipe and process share the same name. For example, the pipe and the Disbursement process are both named RPEDISB.

You can start multiple listeners for each process, but only one pipe for the process can exist. If two listeners (RPEDISB) are started for the Disbursement process, there will only be one pipe named RPEDISB.

Currently, only the ROAIMMP Immediate Process form is a writer. When a request for Disbursement is made, a message is sent over the RPEDISB pipe to the listener. The form waits until a message is returned via a pipe named for the Oracle session from the listener specifying the outcome of the Disbursement Process.

Drivers

Disbursement Process Driver (RPEDISB)

This is a new process which can be executed as a one-time process, or as the listener, when pipes are in use.

Subprograms

Disbursement Driver (RPEDISBS)

This is the old RPEDISB program which is now a subprogram to the new Disbursement Process driver. All displays have been changed to call the RNELOGW subprogram which writes the messages to a file.

Log Print Subprogram (RNELOGW)

This subprogram writes messages produced by the RPEDISBS program to a file. It was originally delivered with the INAS Performance Enhancement in Banner Financial Aid release 5.1. It is also used to write messages produced by the RPEPELLS and RNEINXXS programs.

Disbursement Output to Database Subprogram (RPEDISBO)

If you are running the Disbursement process using pipes and have chosen to move the output to the database, this subprogram moves the output from an actual operating system files to the database GUBOUTP and GUROUTP tables, where you can review it with the Saved Output Review form GJIREVO.

Running Disbursement the Traditional Way

You do not need to do any special setup to continue running Disbursements through the General Interface form (GUQINTF).

Note

A log file (.clg) is produced for Disbursement. The output exists in the same file structure and has the same naming convention as the existing .lis and .log files. ■



Warning

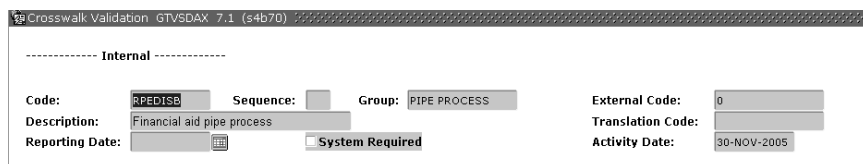
If the GTVSDAX entry specifies that pipes are not being utilized, the forms will initiate the GUQINTF process to perform the disbursement process even if listeners have been started for the disbursement process. ■

Running Disbursement Using Pipes

1. Indicate the number of listeners to start for RPEDISB.

Use the GTVSDAX form to indicate the number of listeners to run for Disbursement.

Code/Group	Direction
Internal Code	Enter <i>RPEDISB</i> .
Internal Group	Enter <i>PIPE PROCESS</i> . This entry must be exact.
External Code	Enter the number of listeners to start the process. For example, if the external code is 2, 2 listeners will be started for RPEDISB. If the external code is 0, no listeners will be started for RPEDISB.



----- Internal -----

Code: Sequence: Group: External Code:

Description: Translation Code:

Reporting Date: ☐ System Required Activity Date:

2. Start the listeners by running RNRPINI with a parameter of *START*.

Example: *rnrpini user/password START*.

(For UNIX) *rnrpini.shl userid START* - when prompted, enter the password.

 **Note**

A single run of RNRPINI will start listeners for each of the RPEDISB, RPEPELL, and RNEINxx (RNEIN01, RNEIN02, etc.) pipes specified on GTVSDAX with an External Code > 0. ■

 **Note**

The userid can be any user id that currently executes RPEPELL, RNEINXX, or RPEDISB. The userid also needs select, insert, and update permission to table GUBOUTP, and insert permission to table GUROUTP. The userid does not need to be a DBA or system level login. ■

3. Process Disbursement online using the ROAIMMP form.
4. Stop the listeners by running RNRPINI with a parameter of *STOP*.

Example: *rnrpini user/password STOP*.

(For UNIX) *rnrpini.shl userid STOP* - when prompted, enter the password.

 **Note**

This stops all RPEDISB, RPEPELL, RNEINXX listeners. ■

 **Warning**

The listeners remain running until they are stopped via the RNRPINI program or until the Oracle instance is brought down. Each listener will wait four days for a message, meaning that the output file can be huge. ■

 **Note**

If the pipe process GTVSDAX entry for Disbursement is set to a number greater than zero, the forms will send messages via the pipes to the listeners. If the listeners are not running, the Disbursement process will not be performed via ROAIMMP. The form will wait 7.5 minutes for a reply from the listener before supplying an error message. (This value is `global.max_wait_time` and is the same value used to determine how long an online process will wait for a response from job submission when running processes online with the Immediate Process form (ROAIMMP). It is a hard-coded value in form `guainit.fmb`, but you can modify it.) ■

Output Differences

Because the Disbursement process does not end until the listeners are stopped, the resulting output is affected in the following ways:

- The output exists in the directory associated with the user who initiated the *rnrpini* process, not the directory of the user who initiated the process through the Banner form. For example, if *User A* runs the *rnrpini* process to initiate the listeners, all output generated by the RPEDISB and Disbursement processes exist in the home

directory of *User A*. If *User B* initiates the process using the ROAIMMP form, the generated output exists in the directory associated with *User A*.

- All the output generated by a listener is concatenated into one set of files. If RPEDISB is run the traditional way with a one-up number of *111111*, the following files are created in the users directory:

```
rpedisb_111111.clg  
rpedisb_111111.log
```

If RPEDISB is run again the traditional way with a one-up number of *111112*, the following files are created in the user's directory:

```
rpedisb_111112.clg  
rpedisb_111112.log
```

If RPEDISB is run using pipes with a one-up number of *111113* and the first listener processes the request, the following files are created in the directory of the user who initiated the rnrpini process:

```
rpedisb_1.clg  
rpedisb_1.log
```

If RPEDISB is run using pipes with a one-up number of *111114* and the first listener processes the request, the output is concatenated to the existing data in the following files.

```
rpedisb_1.clg  
rpedisb_1.log
```

If RPEDISB is run using pipes with a one-up number of *111115* and the second listener processes the request, the following files are created in the directory of the user who initiated the rnrpini process:

```
rpedisb_2.clg  
rpedisb_2.log
```



Note

If the Disbursement process fails, a message including the one-up number is displayed on the ROAIMMP form message line. ■

RPEDISB/Disbursement Using Pipes/Saving Output to Database

1. Indicate the number of listeners to start for RPEDISB.

Using the GTVSDAX form, indicate the number of listeners to run for RPEDISB.

Code/Group	Direction
Internal Code	Enter <i>RPEDISB</i> .
Internal Group	Enter <i>PIPE PROCESS</i> . This entry must be exact.
External Code	Enter the number of listeners to start the process. For example, if the external code is 2, 2 listeners will be started for <i>RPEDISB</i> . If the external code is 0, no listeners will be started for <i>RPEDISB</i> .

2. Indicate if you want to move the output for *RPEDISB* to the database.

Code/Group	Direction
Internal Code	Enter <i>RPEDISB</i> .
Internal Group	Enter <i>FINAID LOG TO DB</i> . This entry must be exact.
External Code	Y (Yes) or N (No).

3. Start the listeners by running *RNRPINI* with a parameter of *START*.

Example: *rnrpini user/password START*.

(For UNIX) *rnrpini.shl userid START* - when prompted, enter the password.

4. Process Disbursement online using the *ROAIMMP* form.

5. Stop the listeners by running *RNRPINI* with a parameter of *STOP*.

Example: *rnrpini user/password STOP*.

(For UNIX) *rnrpini.shl userid STOP* - when prompted, enter the password.

A log file (.clg) is produced for *RPEDISB*. The file and the file location are the same as the .log files when running pipes. When the *RPEDISB* pipe is started with **Finaid Log to DB** set to *Y*, a *rpdisb_XXXXX.log* file is created and will be viewable on form *GJIREVO*. The *XXXXX* is the job number of the individual disbursement process executed by the Immediate Process form (*ROAIMMP*). There will be an individual *rpdisb_XXXXX.log* file created in the database for each execution of *RPEDISB* from the *ROAIMMP* form. When **Finaid Log to DB** is *Y*, the *rpdisb.log* file created in the home directory of the user starting the pipe will always be empty.

If the pipe is started with **Finaid Log to DB** set to *N*, the output will not be viewable on the *GJIREVO* form. Instead, when the pipe is stopped, the *rpdisb_1.log* file (or the *RPEDISB_PIPES.LOG* file for *VMS*) in the home directory of the user who started the pipe

will contain the concatenated output of all of the log files generated by RPEDISB while the pipe was running.

Once the Disbursement Process is complete, the write to the database subroutine reads the output and copies it to the database in the existing GUROUTP and GUBOUTP tables. These database tables may contain many records. You may want to purge old entries from these tables regularly.

 **Note**

If the Disbursement Process has a fatal error and **Finaid Log to DB** is Y, GJIREVO is queried and automatically displays the resulting log file. You can also use this form to delete, save, or print existing output files. ■

Default/Refund Processing

Levels of Default/Refund Administration

1. Award Packaging

When you execute the Award Validation process either through automatic packaging (online or batch), or manual online packaging, Banner checks to ensure that when you package Federal monies, or non-Federal funds which have a Federal Fund ID of *GTIV* (General Title IV) associated with them, that the student is not in default on a Federal Title IV Loan, or owes a refund on a Federal grant.

If a student is in default, or owes a refund as indicated from information received from NSLDS, the award validation process fails and any funds in which the default criteria is invoked is not packaged.

2. Award Disbursement

When you execute the disbursement validation process in either online or batch mode, Banner checks to ensure that when you disburse Federal funds, or non-Federal funds which have a Federal Fund ID of *GTIV* (General Title IV) associated with them, that the student is not in default on a Federal Title IV Loan, or owes a refund on a Federal grant.

If a student is in default, or owes a refund as indicated from information received from NSLDS, the disbursement validation process fails and an error message is provided.

Sources of Default/Refund Information

System Use of Data: Both the award validation and disbursement validation processes use the default/refund information reported from NSLDS data when Banner awards and disburses Federal funds, or when it awards and disburses non-Federal funds in which Federal rules apply (the Federal Fund ID equals GTIV).

1. Incoming ISIR records

This data is reported to the institution through the ISIR. It is maintained in the Banner database and is accessed using the Need Analysis Result form (RNARSxx), the Federal Match Indicators window, in the Title IV Match Indicator drop-down list and on the Student Loan Data System form (RNASLxx).

2. NSLDS Transfer Student Monitoring and Financial Aid History Files

- The Transfer Student Monitoring (TSM) Alert files received when a request for monitoring has been sent to NSLDS are maintained in the database and accessed using the Student Loan Data System form (RNASLxx). You may also submit a request to NSLDS to receive a Financial Aid History record in electronic format for a student which also will be maintained in the database and accessed using the Student Loan Data System form (RNASLxx). Both of these types of files will contain the most recent default and refund information on the student.
- Data Storage: Banner stores Federal Match indicators for a student in the student's Applicant NSLDS Table Part 1 in the RCRLDS4_MATCH_IND column. The value of this column is displayed on both the Student Loan Data System form (RNASLxx) and the Need Analysis Result form (RNARSxx), the Federal Match Indicators window.
- Maintaining and Overriding Default/Refund status: There are three options for overriding a default or refund status which has been received. You may create a manual NSLDS record on Student Loan Data System form (RNASLxx) and update the NSLDS Match indicator as well as any other data necessary. This new record will become the current record and will be used by the award and disbursement validation processes. You may optionally update the NSLDS Override indicator on Need Analysis Result form (RNARSxx), the Federal
- Match Indicators window to override all tests or specific tests for eligibility used in the award and disbursement validation process. Both of the award forms, Award Maintenance (RPAAWRD) and Package Maintenance (RPAAPMT), allow you to override NSLDS default and/or refund information as well as the limit for Federal loans on a term basis by using the NSLDS Override indicator.

Title IV Refund/Repayment Process

Please see the *Title IV Handbook* for information on this process.

Pell Grant Award and Disbursement Processing

- Pell Grant calculation is not performed within the packaging process. You determine in the Packaging Options section on the Packaging Options form (RPROPTS) whether to package with the estimated enrollment reported by the applicant or to package an estimated Pell with the default enrollment for all applicants.
- You can run the Pell Grant Calculation Process (RPEPELL) either online or in a batch. When you initially package Pell Grants for the year, run the batch Pell Grant Calculation Process after you perform Batch INAS calculations and budget assignments since the creation of the Pell Expected Family Contribution (EFC) and Pell Budget in batch does not automatically trigger a Pell Grant Calculation.
- There are many fields in the database which impact a student's eligibility for a Pell Grant. Therefore, when the information in one of those fields changes, Banner performs the routine to calculate the amount and validate the student's eligibility for a Pell Grant. When any of the following database fields change, Banner performs RPEPELL, the Pell calculation and award validation routine.

Fields that trigger a Pell when changed include:

form	Field/Column Name
Need Analysis form (RNARSxx)	Primary Calculation Sys EFC
Applicant Budget form (RBAABUD)	Aid Period
Need Analysis Supplemental form (RNASUxx)	Expected Enrollment Status for the Yr
Need Analysis form (RNANAxX)	Prior Bachelor's Degree Class Code Citiz. Status
Applicant Pell Grant form (ROAPELL)	SAR Certified Date

- You cannot add or accept a Pell award manually in the student's aid package. If you need to delete the Pell award from the student's aid package, you must first set the dollar amount to zero.
- During the disbursement process, the Pell Grant is recalculated based on the option to disburse using an actual enrollment. If the award is calculated differently at that

time, the award amount is not updated. The new Pell award will only be used during the disbursement process.

 **Note**

If the Pell award is locked in the student's package, it is not recalculated during disbursement. ■

- A Pell award will never be disbursed if the student is picked for verification, a SAR EFC has not been received, and verification is not performed.
- Set the **Equity Fund** field to *Y* on the Funds Management form (RFRMGMT) for the Pell fund code.
- If the Pell fund code is already included in the student's package and is recalculated to a zero (0) amount, it will remain in the package with a 0 dollar amount; this amount is also included in the student's award letter. If the Pell Grant is initially calculated as a zero amount, it is not added to the student's package at all.
- Fund Management form (RFRMGMT) considerations include:
 - If you check the **Auto Accept** indicator for an award, Banner automatically changes an offered status for a fund to an accepted status.
 - The **Change Load During Term, Payment Percent for Three Quarter Load, Payment Percent for Half Load, and Payment Percent for less than Half Load** Disbursement Option indicators do not apply to Pell Grant processing.
 - The Pell Grant Disbursement Process does use the **If Ineligible Before Cut off Date, If Ineligible After Cut off Date, If Selected for Verification but is Not Complete, and Recoup When Award Reduced** indicators.
- If you need to manually change a Pell grant amount for the year:
 - Change the total award amount on the Fund Award by term section of the Award form (RPAAWRD), on the Package Maintenance form (RPAAPMT), or on the Financial Aid Record Maintenance (ROARMAN)
 - Reschedule the award on the Fund Award by Term window of the RPAAWRD, RPAAPMT, or the ROARMAN form (if necessary), and
 - Lock the fund in the Fund Award section of the RPAAWRD, RPAAPMT, or the ROARMAN form.

 **Note**

The award amount is never changed by the disbursement process. ■

 **Note**

The Pell fund is the only fund in which the disbursement process can disburse more than the scheduled amount. ■

- Applicant Pell Grant form (ROAPELL) considerations include:
 - The **Scheduled Award** is based on the student's Pell budget and the full year, full time Pell Grant Payment Schedule that the RPEPELL process uses.

- The **Expected Disbursement** prorates the amount in the **Scheduled Award** field if the student is a part-time or part-year student based on the student's enrollment load.
- The **Amount Paid to Date** field indicates the Pell payments that have already been disbursed for the student.

State Grant Award Processing

In many states, the state grant program is handled by a state financial aid agency. This agency processes state grant applications, calculates award amounts, and disburses the funds directly to students or to schools for payment to students. Though the amount of the grant is calculated by the state agency, financial aid offices may need to estimate the award amount prior to the actual awarding by the state grant agency. Since this award can affect the student's need for other aid, aid officers typically try to estimate the amount of the state grant prior to its official calculation by the state grant agency.

Although it is disbursable, schools would not want to disburse an estimated award. They need to make sure that only the official amount calculated by the state grant agency for the term is disbursed.

These concerns can be handled by Banner in the following manner:

1. On the Fund Management form (RFRMGMT), set up the fund accepted award status code to be something such as *ESTD* (Estimated). The **Disburse** indicator should be set to *System*. The **Memo Credit** indicator can be set either way, and the **Automatic Acceptance** indicator can be either checked or unchecked.
2. On the Financial Aid Selection Rules form (RORRULE), create a disbursement rule that says:

```
RPRAWRD_AWST_CODE = CERT (Award Status Code = CERT)
```

This will prevent the fund from being paid or authorized unless the award status code is intentionally changed to **CERT** (a code meaning accepted on RTVAWST). The normal processes of awarding or accepting the award would post different status codes so the fund could be packaged and memoed, but not disbursed.

3. When the official award is known, then the actual amount is posted, replacing the estimated award, and the status code is changed to **CERT**. The award is then eligible for disbursement and only the actual/official amount will be paid.

If actual/official state grant award data is received on magnetic tape, a customized process to post the tape data to the student's award record (RPRAWRD) and award by term record (RPRATRM) can be developed. A customized process should also change the award status code to identify the amount as the official amount and make it disbursable.

Contracts and Exemptions

Contracts



Note

In order to interface third-party payments from Banner Student to Banner Financial Aid, the **Interface Third Party Cont** indicator must be checked on the Packaging Options form (RPROPTS) for those aid year you wish to interface. ■

1. TSACONT – Contract Authorization form.

In order to interface contracts, the contract must first exist on SPRIDEN as a Non-Person record and on TSACONT for authorization. The Person Authorization window of TSACONT provides for the authorization of contracts for specific students.

2. RPRCONT – Third Party Contract Rules form.

Define the valid third party contracts which will be in effect for the specified terms. Estimate a standard amount for each contract within the defined terms.



Note

On RPROPTS, if the **Always Use Estimated** field is checked, then the estimated amount will always be used as a resource for students authorized for the contract. If the **Always Use Estimated** field is not checked, the estimated amount will be used until the actual amount is available from Banner Accounts Receivable.

If the **Assume Full Time** field is checked, the full estimated amount will always be used regardless of estimated enrollment. If **Assume Full-Time** is set to **N**, then the percentage specified will be used to prorate the estimated contract amount.

RPIARPY – The Resource Payment form allows you to view Third Party Contracts that have been applied to the student's account.

RPAARSC – The Exemptions and Contracts window of the Resource form enables you to view a student's exemptions and third party contracts for an aid year. ■

Exemptions



Note

In order to interface Exemptions from Banner Student to Banner Financial Aid, the **Interface Exemptions** indicator must be checked on the

Packaging Options form (RPROPTS) for the Aid Year in which you want to interface. ■

1. TSAEXPT – Exemption Authorization form.

In order to interface exemptions, the exemption must be set up on TSAEXPT in Banner Student. The Person Authorization window of this form provides for the authorization of exemptions to specific students.

2. RPREXPT – Exemption Rules form.

Define the valid exemption codes which will be interfaced for specified terms. Estimate a standard amount for that exemption within the defined terms.

- On RPROPTS, if the **Always Use Estimated** field is checked, the estimated amount of exemption will always be used as a resource for students authorized for exemptions. If the **Always Use Estimated** field is not checked, then the estimated amounts will be used as a resource until the actual amount is available from Banner Accounts Receivable.
- The estimated amount can be prorated based on estimated enrollment. If the **Assume Full Time** field is checked, the full estimated amount will be used. If the **Assume Full Time** field is unchecked, then the percentage specified will be used to prorate the estimated amount of the exemption.
- RPIARPY – The Resource Payment form allows you to view exemptions that have been paid to the student's account.
- RPAARSC – The Exemptions and Contracts window of the Resource form enables you to view a student's exemptions and third party contracts for an aid year.

Excluding Contracts and Exemptions

The Higher Education Reconciliation Act of 2005, HERA, changed the way Coverdell education savings accounts, prepaid tuition plans offered by a State, and qualified tuition programs (known as 529 prepaid tuition plans and 529 savings plans) were treated in the determination of a student's financial aid package.

Previously, prepaid tuition plans were treated as an adjustment to the student's cost of education, estimated financial aid, or as a resource. Many institutions used Third Party Contract processing in the Accounts Receivable system of Banner to process students who benefited from these plans. By using the Third Party Contract process, the benefits received by the student were then reported as a resource for financial aid and properly reduced the student's need.

The changes made by HERA require that prepaid tuition plans no longer be treated as adjustments to the cost of education, estimated financial aid, or resources. All qualified educational benefits or education savings accounts are now treated as assets of the owner of the plan in the calculation of the student's EFC, unless the plan is owned by a dependent student.

- Even if the beneficiary of the plan is someone other than the student (for example, a sibling) it is counted as an asset belonging to the plan's owner.
- The value (refund value for 529 prepaid tuition accounts) of all plans owned by the parent of a dependent applicant must be reported as an asset of the parent.
- The value (refund value for 529 prepaid tuition accounts) of all plans owned by the independent student applicant or spouse must be reported as an asset of the student.
- If the dependent student owns the plan, it is not included on the FAFSA nor is it included as an adjustment to the COA or considered as a resource or estimated financial assistance.

Specific resources identified as a qualified tuition program must be excluded from being considered as resources when they have been processed using Third Party Contracts in the Accounts Receivable system.

Previously, if you opted to interface Contracts and/or Exemptions on the Packaging Options form (RPROPTS), when a student was authorized and received payment from a Third Party Contract or Exemption, the amount paid on the student's account was included in the determination of actual resources for financial aid.

The resource amount was interfaced into the Resource Maintenance form (RPAARSC) and included in the calculation of need for financial aid in the following award forms: Award Maintenance (RPAAWRD), Packaging Maintenance (RPAAPMT), and Financial Aid Record Maintenance (ROARMAN) with the resource amount displaying in the Resource field.

In response to the changes required by HERA, Banner Financial Aid allows you to exclude specific contracts and/or exemptions from being counted as a Financial Aid Resource. In addition, you can roll contracts and exemptions from one term to a new term.

In order to properly process contracts and exemptions from being excluded as resources, you must:

- establish a contract record on the Third Party Contract Rules form (RPRCONT), for a contract.
- establish an exemption record on the Exemptions Rules form (RPREXPT), for an exemption.
- select the new Exclude as Resource checkbox on RPRCONT or RPREXPT.
- set the estimated amount, or, if you choose not to use estimates, leave the amount blank.

Note

If a Third Party Contract or Exemption is excluded as a resource, it will not be visible on the Applicant Resource form (RPAARSC). However, all Third Party Contracts and Exemptions which have been paid to a student, including those that have been excluded, may be viewed on the Contracts

and Exemptions Payment Inquiry form (RPIARPY) which uses the RPVARPY view. You can view Third Party Contracts or Exemptions paid on the student's account. ■

The calculation of estimated resources for both contracts and exemptions uses the maximum amount established on the student authorization for the contract and/or exemption if it exists in Accounts Receivable (TSACONT/TSAEXPT). If no maximum amount has been established, the calculation for estimated resources will continue to use the estimated amount defined on RPRCONT for contracts and RPREXPT for exemptions.

Loan Processing

Manual Loans

Disbursing Manual Loan Checks through Banner

Occasionally a student's eligibility for a Subsidized Stafford or Unsubsidized Loan changes after the loan has been certified but before the check is disbursed. If the student is no longer eligible for any of the loan, you simply return the entire check to the lender. If the student remains eligible for an amount that is less than the amount of the check, then the excess can be returned to the lender and only the proper amount disbursed to the student.

1. On the Loan Disbursement form (RPALDSB), enter:

the full amount of the check into **Check/Net Amount**.

the amount the student does not qualify into **Returned Amount**

2. After the check has been endorsed by the student, set the **Feed** indicator to *Y*
3. Run the disbursement process.

The process will disburse the difference between the full check amount and the returned check amount to the student's account.

For example, if a full loan check is for \$500, but the student is only eligible for \$400, enter \$500 into **Check/Net Amount** and \$100 into **Returned Amount**. Only the difference of \$400 will be paid.

In order to recover a partial or full loan amount after the full amount of the check has been paid to the student account, use the **Returned Amount** field and change the feed indicator from *F* to *Y* (the feed indicator previously read *F* to indicate that the loan check had already been fed to the student's account). When the disbursement process is run again for

the student, the process will put out an adjusting entry on the student's account for the amount returned.

Once a loan check has been fed to a student's account, it will not be backed out automatically if the student becomes ineligible for the fund. Other non-loan funds may be “backed out” automatically as per rules on the Fund Management form (RFRMGMT). The only way to cancel a payment for a loan check that has been fed to the student's account is to use this Check Returned feature.

Institutional Financial Aid Options form (ROAINST)

Set the **Loan Process Type** drop-down box on the Institution Financial Aid Options II window of this form to *Electronic* for Electronic only or *Both* if processing Electronic and Direct loans. This box is accessed during online and batch processing.

Note

If your institution has a EL School code which is different than the Pell ID and your school is not processing for multiple campuses, enter the **Electronic School Code** and **Electronic Branch ID** in the Institution Financial Aid Options II window. Loan applications will then be created correctly with these values.

Conversely, if your institution will be processing Electronic loans for multiple campuses, establish the **Electronic School Code** and **Branch ID** for each campus on the Campus/EDE Defaults window. The loan application records will then be created with the correct **Electronic School Code** and **Branch ID** for the Campus code on the student's General Student record. Loan applications can then be extracted based on individual Electronic School Codes and/or Electronic Branch IDs. ■

Aid Period/Term Rules form (RORTPRD)

Associate terms with aid periods on this form.

Default Award & Disbursement Schedule Rules form (RFRDEFA)

Establish award distributions for each aid period. Memo expiration dates must be established here for loan memos to work correctly. Dates entered here are used for loan periods associated with an aid period.

Detail Code Control form (TSADETC)

Ask Student Accounts personnel to establish loan fund detail codes as well as detail codes to use in the refund process on this form.

Fund Base Data form (RFRBASE)

Establish loan fund(s) and associate them with Federal loan identifiers.

Separate loan funds MAY be established if the school knows which individual loans will be received via EFT versus paper checks, or if EFT and paper check funds will have a different general ledger accounting structure. If a different type of fund is received, the original loan application must be cancelled, and a new one must be generated for the other fund.

Banner loan applications can be created and sent for all funds using electronic processes. Codes for subsidized funds should precede unsubsidized funds in the RFRBASE listing, since batch processes select funds in alphabetical order.

Funds Management form (RFRMGMT)

1. Create a separate RFRMGMT form for each loan fund.
2. Allocate dollars to the fund on the first window.
3. Complete the following Packaging Options fields applicable to Electronic loans in the Aid Year Specific Data - Packaging Options window:
 - Enter the maximum loan that could be made to any student during the combined terms of the aid year.
 - Check **Replace EFC** for unsubsidized and PLUS Loans.
 - Check **Reduce Need** for subsidized loans.
 - Check **Need Analysis Indicator**. The Need Analysis indicator may be left unchecked for PLUS Loans.
 - Check **Loan Process** for all Electronic loans.
 - Complete **Loan Fee Percentage**.
 - The **Direct Loan Indicator** must indicate 'None' for electronic loans to process.
 - **Memo Credit** block (optional). (1) To memo gross: RFRMGMT memo = Offered, RTVLNST code = Approved, RPRLOPT Memo Actual Amount = blank; (2) To memo net: RFRMGMT memo = Accept, RTVLNST code = Approved, RPRLOPT Memo Actual Amount = checked.
 - Set **Disburse** block to *None* if using the Loan Process as loans are disbursed from RPALDSB.
4. Complete disbursement option fields applicable to Electronic loans in the Aid Year Specific Data - Disbursement Options window.

For **If Disbursement Loan Code greater than Package Load Code**, choose *Disburse 100%* (disburses total amount available for the current disbursement) or *No Disbursement* (no disbursement if the disbursement load code is greater than packaging load code indicating that student has dropped hours). Proration is not applicable to Electronic loan disbursement.

5. Set **Use Disbursement Enrollment Edits for Memo** field option. The checked field works in conjunction with the **Disbursement Load Code** field option to create/not create memos under the same condition as the Disbursement Load option. If unchecked, this field results in memos at gross prior to creation of the loan application and at net after the application is created.
6. Other required fields must be filled to exit the form, including those not used in loan processing.
7. Optionally, enter any tracking documents or messages applicable to each fund.

Packaging Options form (RPROPTS)

The expected annual enrollment on RNANAx is used for loan awarding.

Check the **Additional Unsubsidized** box to control awarding of unsubsidized amounts above the grade-level maximum to independent students.

Note

The override field for dependent unsubsidized professional judgment is on the three award forms: RPAAWRD, RPAAPMT, and ROARMAN. ■

Class Code Translation Rules form (RPRCLSS)

Equate Student System Class codes with Financial Aid class Codes as defined on RNANAx for **Banner Year in College**. A default Student Level code with a null Student Class code should be established with a Financial Aid Class Code.

Note

Electronic certification and disbursement processes use the Student System's class information. ■

Certification Initials Validation form (RTVCINT)

This is an optional form used also in short-term credit processing.

Enter the initials of staff members authorized to certify loans on this form. Entering and saving initials in the Loan Certification section of a loan application locks the form and prevents additional editing.

Loan Status Validation form (RTVLNST)

Enter status codes for loans here. An *Initial* status defaults when a loan application is created. An *Approved* status may be posted during the response file upload. An *Inactive* code prevents disbursement memos. A *Hold* code stops processing until resolved and replaced with an *Active* code. Institutions may wish to create loans in an *Inactive* status until an approval is received from the processor.

Lender Base Data Rules form (RPRLNDR)

This form is used to create a lender listing and to associate a **Lender ID** with a **Guarantor ID**. Use official lender/guarantor identification codes.

Loan Period Base Data form (RPRLPRD)

Year-specific loan period names help you to distinguish loans on the RPALDSB disbursement form. Memo expiration dates used for term-based loans should match those used for the same term on RFRDEFA.

1. Create loan periods associated with regular aid periods in **Loan Period**.
2. Enter disbursement dates in **Start Date** and **End Date**.

For Loan Periods that Match Aid Periods:

- Enter the **Aid Period** to be used for certification.

Note

A term schedule for each aid period must exist on RFRDEFA. Loan applications will create automatically based on the student's aid period. The loan period may be changed to a term-based period once the application is generated. ■

For Loan Periods that Do Not Match Aid Periods:

- Create additional loan periods associated with a term to be used for students in multi-term aid periods who want one-term loans (for example, Fall/Spring aid period; wants loan for Fall only).
- Enter disbursement dates. Costs for term-based loans must be established manually.

Note

If Summer is counted in two different aid years, you must have two Summer terms with one attached to each aid year to process Summer-only loans. ■

3. Create a disbursement schedule for each loan period. Up to four disbursements may be entered per loan period; the total must equal 100 percent. Date(s) entered here will be transmitted to the lender as the dates that funds are released to the school.

 **Note**

The **Number of Days for Memos** field is used in the manual loan process if the application is created prior to the award to indicate the length of time from the scheduled disbursement date that memos should expire. ■

Loan Options form (RPRLOPT)

Values established on this form are used as defaults when applications are created.

1. Establish a null value for both **Create Application** options by checking each box, saving, unchecking each box and saving. These options are used only for paper applications.
2. Enter an **Initial Loan Status**.
3. Enter a **Default Return ID** (for refund checks), **Default Lender ID** (to receive loan applications), and **Default Guarantor ID** (associated with Lender IDs) to be used as defaults for new borrowers. For the *guarantee only* and *guarantee/print* options, a lender/guarantor must be specified. When the print/guarantee is used, these fields may be left blank or may be populated with the default Lender(s) ID information from the school's lender list. Some schools rotate preferred Lender IDs here.

For continuing students, Banner defaults the most recent lender/guarantor information to the application. These fields may be left blank if the school has multiple lenders and wishes to enter them manually after applications are created online or in batch. Guarantors who require students to continue with the same lender may change the Banner-supplied data, or new students may change it. The Lender ID will be loaded during the response file update process.

4. Enter *Y* in the **Satisfy Loan Application Requirement** field and the specific requirement and status codes if you wish to use this option.
5. Enter *Y* to memo the net loan amount (calculated as **Disbursement Amount** on RPALDSB disbursement form) when the application is created. Packaged amount will be memoed if box is set to *N*.
6. Enter *Y* to create loan authorizations for this year. For loans, authorization indicates that a check or EFT funds have been received, but the check has not been endorsed and /or the disbursement date has not arrived.
7. Check the **Disbursement Amount greater than Loan Amount** checkbox if you wish to prevent disbursement if a loan amount is greater than the award amount. the

process uses net of all term disbursements up to and including term in which disbursement is being made.

8. Check the **Request Amount Required for Certification** checkbox, if necessary. This prevents entry of certification initials on the RPALAPP form unless a requested amount is present. Not applicable for use with RPAELAP.
9. Refund detail codes may be established for automatic generation of return checks to lenders through Banner Accounts Receivable as described below.
10. Complete the **Student Charge or Payment** code. A negative payment detail code should be used to net down the payment to the student. A negative charge detail code appears like a refund to the student.
11. Enter a **Return Payment** code to be used by RPEDISB that represents a payment to the return lender's account.
12. Enter the **Return Refund** code that represents the charge to the Refund account for the return to the lender. This code must be set up as a Charge, and the Refund code must be set to *Y* on TSADETC.

Lender/Disbursing Agents Rules form (RPRLNDA)

This optional form links a lender code with service provider code to expedite transmission of hold/release records directly to the service provider rather than to the lender or guarantor.

1. Enter the **Lender ID**.
2. Enter the **Guarantor ID** (optional)
3. Enter the **Disbursing Agent ID**.

First-Year, First-Time Borrower Loan Rule

Overview

Stafford loan processing was changed in the 7.2 release in order to implement a Federal requirement for a 30-day delay in disbursement for certain loans. This requirement is called the first-year, first-time borrower loan rule. It specifies that the disbursement of Stafford loan proceeds to a student in their first year of an undergraduate program of study who has not previously received a Federal Subsidized, Unsubsidized, or SLS loan must be delayed 30 calendar days from the date the student begins his/her program of study.

Previously, Banner used student reported data from the FAFSA, the Campus Undergraduate Level Code Rules form (RPRCLVL), and the existence of academic

history to determine if the 30-day delay should be used when scheduling the disbursements for Federal Stafford loans.

As an example, if the student is enrolled in the first semester (running from September 1, 2005 to December 14, 2005) of a program that is made up of three 5-week modules, but the student is not enrolled in the first two modules of that semester, the school has to wait to disburse the funds until 30 days after classes from the third module begin.

To implement this rule, Banner must determine whether the student is in a first year undergraduate program of study and whether the student has previously been disbursed Federal Stafford or SLS loan funds. In order to determine if a student has previously been disbursed Federal Stafford or SLS loan proceeds, NSLDS records from the ISIR record and Transfer Student Monitoring Alert files are queried. A check for Federal Stafford loans paid in Banner is also performed.

To determine if a student is in the first year of an undergraduate program, the financial aid class translation rules are used to identify first year students using the financial aid class for Banner year in college of 1 (first-time freshman, no prior college) or 2 (freshman, prior college).

An option to turn off the function to determine a first-year, first-time borrower is provided at the campus level (on the Campus Defaults window of the ROAUSIO form) and as a default for the institution (on the Loan Options window of the ROAINST form). After the install of release 7.2, the rule to apply the first-year, first-time borrower check is used. If your institution does not want to apply the first-year, first-time borrower rule, you must uncheck the appropriate campus and institution **Apply First-Year, First-Time Borrower Rule** indicators on the Institution Financial Aid Options form (ROAINST).

Note

First-year, first-time borrower rule processing is not supported for manual loans. When processing a loan manually, you must determine if the first-year, first-time borrower rule applies and set the disbursement date accordingly. ■

First-Year, First-Time Borrower Function

With the 7.2 Banner Financial Aid release, functionality to determine first-year, first-time borrowers using FAFSA reported data and the Campus Undergraduate Level Code Rules form (RPRCLVL) is no longer used.

The `F_FIRST_TIME_BORROWER` function supports the determination of a first-year, first-year borrower for Stafford loans. The Electronic Loan Application form (RPAELAP) and the Direct Loan Origination form (RPALORG) use this function to determine if the 30-day delay is applied when the loan period is changed.

The Electronic Loan Application Creation Process (RPRELAP) and the Direct Loan Record Creation Process use the `F_FIRST_TIME_BORROWER` function to determine if the student is a first-year, first-time borrower and the 30-day delay is applied.

Determination of a First-Year, First-Time Borrower

The `F_FIRST_TIME_BORROWER` function determines if the **Apply First-Year, First-Time Borrower Rule** indicator is checked (Yes) for the campus on the most recent student record where the effective term is less than or equal to the first term of the loan period being processed. If no corresponding campus has been defined or there is no General Student or Admissions record, the institution default for **Apply First-Year, First-Time Borrower Rule** is used.

If the option to turn off the function has not been indicated, the following steps to determine a first-year, first-time borrower are used:

1. Determine if the student has been disbursed a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan using:

Current NSLDS record

Banner award record

If the student has received a Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan, no 30-day delay will be processed.

If the student has not received a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan, go to the next step.

2. Determine if the student is an undergraduate first-year student using the class calculation and class translation rules.

If the student's financial aid class is calculated as 1 (1st time freshman, no prior college) or 2 (freshman, prior college), the 30-day delay will be applied.

If no student record exists, the 30-day delay will be applied.

Crosswalk Validation form (GTVSDAX)

Electronic loan processing requires that foreign country addresses contain the State code of *FC* and zip code of *99999*. To correctly identify which addresses are foreign when addresses are not created with a country code of *US*, you must establish the crosswalk validation of GTVSDAX. Without GTVSDAX being populated, the null nation code on RPAELAP will be converted to *FC* for foreign country and transmitted in the datafile. GTVSDAX should be populated with *157* for the US Nation code or the appropriate value as established by your institution.

Application Creation, Extract, and Response Processing

The annual Spring Banner Financial Aid release contains updates for federal loan processing. It is best to process loans for the coming year after this release is installed.

This section discusses each process followed by a section showing fields that update on RPAELAP as a result of each process.

(A) Creating and Certifying Electronic Loan Applications)

forms involved in creating and certifying Electronic loan applications include:

Applicant Requirements form (RRAAREQ)

This form lists tracking requirements that could prevent disbursement packaging if not satisfied.

Award forms (RPAAWRD)/(RPAAPMT)/(ROARMAN)

This form is used to award loan(s) to a student. Loans must be in an accepted state to create an electronic application. Banner awards based on expected enrollment level from RNANAXX.

Note

Parameters for the online RPRELAP process must be created for each user authorized to create loan application records. ■

Electronic Loan Application Process (RPRELAP)

Electronic loan applications must be created online (through the Create App button on RPAAWRD, RPAAPMT, ROARMAN) or in batch mode.

Note

Parameters for the online RPRELAP process must be created for each user authorized to create loan application records. ■

1. Access the GJAPDFT form and enter parameters for the process.

Warning

Leave the **Parameter Set** field in the Key block blank. The online process may not be run with a parameter set. ■

2. Once the parameters have been established for one user, use the Copy function on GJAPDFT to establish the default parameters for all users who will be using the online process.
3. The following parameters for batch RPRELAP should be established and saved by each user as a parameter set:
 - Aid Year Code.

- **Fund Code.** Applications for multiple funds may be created simultaneously. Use the Insert Record function to enter additional 02 Fund Code parameter lines.
- **Default Process Type.** This parameter varies by school (for example, *GP* - Guar/Print; *GO* - Guarantee only, and so on). If a school has paper applications on hand for some students, then award the loan, generate the application, change this option to guarantee only, and mail the certified paper form to the lender.
- **Application Code, Report Selection Query ID, and Creator ID of Selection ID.** These parameters may be used in batch mode.
- **Process Indicator.** Enter Batch. The online process will ignore this parameter.
- **Permanent Address Type Default and Local Address Type Default.** These are Student-system addresses. Use the address hierarchy as in letters (for example, 1PR, 2MA, and so on).
- **Loan Status Default.** Enter a default initial loan status.
- **EL (Electronic) Application Status Default.** Enter *Ready* to send or *N* if applications must be reviewed prior to transmission to the lender.

 **Note**

PLUS Loans are not ready to send until parent data has been entered on the resulting RPAELAP form. This status must be changed from *R* to *N* to use the Delete/Replace function. ■

- **EFT (Electronic Funds Transfer) Authorization Default.** Enter *Y* if the majority of students choose this option. Can be changed for individual students before records are sent.
- **Lock Indicator Default.** This parameter can be set if you wish to stop the Delete/Replace function so that manually entered data is not lost. If award amounts are changed on the award form, Banner will delete/replace amounts on an application unless it is locked or has a status of *Sent*. The application is recreated during this process and previous data is removed.
- **References Default.** Enter *N* for the Reference parameter if your lender/guarantor will mail notes to the student. Enter *Y* if you have collected the references.
- **Deferment Request Default and Capitalize Interest Default.** Enter *Y* if the majority of your students use these options. May be changed individually on RPAELAP form.
- **Default Lender ID, Default Guarantor ID, Default Return ID.** Defaults may be specified here.
- **Default Loan Period.** Leave this blank to use the loan period associated with the student's aid period. This parameter is only valid for Batch processing.

- Default PN (Promissory Note) Delivery Code. Specify an *Email*, *Paper*, or *Web* PN Delivery code as guarantor method of promissory note delivery to the student.
- Default Federal Application form Code. Enter *B* Old PN, *MPN* (all applications processed as combined, request amount set to 99999), or *Plus*.
- Default Serial Loan Code. Enter *New* note for each loan or *Serial MPN*. *PLUS* loans will be created with a value of *None*.
- Default Hold/Release Status. Initial status may be *HR* (Hold Request) or *RR* (Release Request). Status may be updated individually on RPAELAP.
- Source of Lender ID. Use *NSLDS* or *prior Banner* as source for student's lender.
- User ID. The ID of the person using the sub-population rule.

Note

Regarding the Delete/Replace function, applications that are not locked or sent may be deleted or replaced as awards are adjusted or canceled. Change the Application Status to *N* (Not Ready to Send), adjust the award, and recreate the application by clicking the Create Application button.

New applications will be created for additional award amount(s) after an application is sent.

Parent Loan demographic data from a prior application is transferred to the new application during the replace function. The application number is updated with each replacement and is not to be used as a counter. The batch RPRELAP process will delete applications where awards have been cancelled. ■

RPAELAP Fields Updated by RPRELAP Process

RPAELAP displays the latest loan application first. Arrow down to see additional applications. Windows updated on this form include:

Application Window

- **Loan ID.** RPRELAP generates a temporary Loan ID for each subsidized, unsubsidized, and PLUS loan in the batch being run. It has a *B* (for Banner) in the **Loan Type** field within the number and *S*, *U*, or *P* following the *B* to indicate the type of loan.

The *S* is replaced with *O* in the combined subsidized Loan ID during the RPRELAX process.

- **Fee Percent.**
- **Lock** (if selected). This locks the application from getting deleted and replaced when an award is changed or canceled.

- **Fund Code/Name.**
- **Process Type.**
- **Aid Year.**
- **Lender/Return/Guarantor ID.** Official federal Lender ID is used and is left justified. Do not fill in remaining spaces.
- **Record Type.** *A* indicates a new application.
- **Loan Period Start/End Dates.** This can be changed manually.
- **Loan Status.**
- **System Indicator.** It is set to *B* for online and batch processes.
- **Recommended and Requested Amounts.** These come from the RPAAWRD, RPAAPMT, and ROARMAN award amounts. The recommended amount stays the same, but the requested amount will update.
- **Maximum Eligibility Amount.** This is calculated from certification data (that is, $\text{Cost} - \text{EFC} = \text{Estimated Aid}$) but not sent to the guarantor.
- **Expected Amount.** This is the amount the student is eligible to receive based on amount awarded and student's grade level.

Promissory Note/Miscellaneous Information Window

- **Promissory Note Delivery.** Choices are: *Email, Paper, Web*
- **Federal Application form.** Choices are: *B Old PN, Master PN, PLUS note.*
- **Serial Loan.** Choices are: *New MPN, Serial Note.*
- **Electronic Funds Transfer Authorization.**
- **References.**
- **Deferment Request.**
- **Capitalize Interest.**

Certification Data Window

Note

The RPQLELG form may be accessed from this window to check certification data. ■

- **Budget.**
- **Estimated Financial Aid.** This includes all aid except this fund.
- **Expected Family Contribution.** This is derived from the RNARSxx form. Budget, Estimated Aid, and EFC for term-based loans must be entered manually.
- **Maximum Eligible Amount.**

- **Adjusted Gross Income.**
- **Expected Amount.** This is the amount the student will receive. Use the lesser of maximum eligibility from delivered rules table, calculated maximum amount, or requested amount.
- **Grade Level.** Uses Student System class level (translated on RPRCLSS).
- **Expected Grad Date.** Accesses Student system data first. If there is no data, Banner adds years to FAFSA class level and uses hardcoded date of 5/31; for example, 2000-01 FAFSA class 1 + 3 years = 5/31/2004 graduation date.
- **Enrollment Status.** From the annual expected enrollment on RNANAx.
- **Dependency status.** From the RCRAPP record.

Student Data Window

- **Social Security Number.**
- **Address.**
- **Local Address.**
- **Date of Birth.**
- **Citizenship.**
- **Driver's License Number.**
- **Loan Default.**
- **Dependency**

Parent Data Window

Enter parent data in this window. Banner will carry forward parent data to revised applications.

Term Schedule Window

Data defaults into this window. The **Memo Amount** displayed is for the term.

Note

The optional **Certified Hours** field may be populated manually with the number of hours used as a basis for loan certification. Hours entered here will appear on the RPALDSB form. ■

Disbursement Schedule Window

The net amount will display if *Memo Actual* was chosen. Adjustments will result in additional disbursement transactions. Initial *HR* (Hold Request) or *RR* Release Request status in the **Hold/Release Status** field.

Loan Parent Inquiry form (RPILPAR)

Use this form to view parent names associated with a student. This form may be accessed from the ROASMRY or RPALDSB forms.

Extracting Loan Applications from Banner

The following forms are used for extracting loan applications:

Electronic Loan Application Extract Process (RPRELAX)

1. Check loan applications prior to transmission. Applications will extract if:
 - The loan is not canceled.
 - The loan status is *Ready to Send*.
 - The Batch ID is null.
 - The Loan ID is not null.
 - The student is in the population selection (if used).
2. Select the printer on the GJAPCTL form. Output can be viewed on GJIREVO when saved to a database. Funds may be entered individually or as a multiple entries
3. Establish parameters on GJAPCTL form as below:
 - Aid Year Code.
 - Fund Code. Funds may be entered individually or as multiple entries.
 - Enter the File Identifier parameter as *Production* or *Test*.
 - Spell out the school name in the School Name parameter.
 - Recipient Name and Recipient ID. These identifiers are placed in the Header record of the file to direct the electronic file to the proper guarantee/lending agency for processing. Check with the provider of your vender software to see if it will insert this information after the FTP process.
 - Select Media type. It usually is *PC*.
 - Select population selection identifiers.
 - Combine Sub/Unsub Stafford. All loans with Application Code of *M* process as combined loans.
 - Version Number. Extract changes supported with Version 4.
 - EL (Electronic) School Code. Enter the code for the loan applications to be extracted if you are multi-campus and want each campus extracted correctly.

- EL (Electronic) Branch ID. Enter the corresponding Branch ID for the EL School Code to be extracted.

Review Output Window

This window displays:

- RPRELAX.log, when the process is completed.
- RPRELAX.lis includes student ID, name, and loan fund(s) extracted. Parameters used and a summary of total applications are included. Report shows loans selected for transmission as well as missing data.



Note

ELAPxxIN_XXXX.DAT data file is produced to be transmitted to the guarantor/lender.

Batch Control form (RPIBATC)

This form is used to view a record of Electronic loan batches created.

RPAELAP Fields Updated by the RPRELAX Process

Application Window

- **Loan Status** changes to **Sent**.
- **Version Number** checkbox.
- **Submission Date**.
- **Cross Reference Loan ID**. The subsidized Loan ID is used on combined loan applications. The cross-reference loan ID links the unsubsidized loan to the subsidized loan and is the Loan ID assigned to the subsidized loan. The cross reference ID of the subsidized loan will be updated with the Loan ID of the unsubsidized loan. The Loan ID is given a unique one-up number when RPRELAX extracts the loan application.

Electronic Loan Response Upload Process (RPRELRU)

1. Run the RPRELRU process after setting the single parameter to the desired *Approved* loan status.
2. Review output in the Review Output window:
 - RPRELRU.log will show process completion.

- RPRELRLU.lis shows all records loaded with adjustment indicators if the amount certified or requested was changed along with error messages. Error code descriptors are found in the Electronic Loan Manual.

Note

Uploading loan response files is not required for disbursement. Schools that wish to memo loans based on an *Active* status may wish to upload response files to identify approved loans and response files containing records with special status notifications.

Responses are received at the individual loan level (subsidized and unsubsidized) for combined loans.

More than one response record may be received for the same loan application (one per batch). The **Application Status** field is updated.

To upload data to Banner, the files received electronically must be moved to the same directory used for all other data uploads (DATAHOME).

The incoming file name expected by the RPRELRLU process is elupdtop.dat. Once processed by Banner, the first nine characters of the Header records are changed to *Processed* to prevent accidentally reloading the same data again. ■

RPAELAP Fields Updated by the RPRELRLU Process

Application Window

- **Loan Status.** This field updates with the loan status defined in the parameter of RPRELRLU.
- **Application Status.** This field shows latest guarantor statuses including:
 - Submitted
 - Guaranteed
 - PN received/approved
 - Pending
 - Denied/Rejected
 - Modified
 - Cert. Request.
 - Terminated
 - Not Ready
 - Ready
 - Sent

- Application Accepted.

Note

Certification requests and modification records are not loaded into Banner. These records will appear in the output with a message of the type of record received. ■

- **Application Phase Code.**
- **Approved Amount.**
- **Approval Date.** Approval amount and date can be updated manually if school does not load response files.
- **Lender ID.** If no non-person record exists for lender, error message appears in .lis file.

Promissory Note/Miscellaneous Information Window

- **Master Promissory Note Confirmation Code.** This indicates the MPN existed at the time of certification.
- **Borrower Confirmation Code.** This indicates borrower confirmation of loan was received.

Disbursement Schedule window

- **Hold/Release Status** updates to *HA* (Hold Accepted), *RA* (Release Accepted).

Parent Data Window

- Parent data will be returned including Social Security Number, name, and date of birth (check Electronic Loan Manual for additional information).

Note

The RPRELRLU process does NOT update the RPAAWRD, RPAAPMT, and ROARMAN award amounts or change the requested amount or certification record. ■

Disbursement/Adjustment

Banner CommonLine Electronic processing includes EFT, Master Check, and individual check record upload capability. An EFT file may contain any or all of these types of disbursements. Banner Hold/Release may be used to update the initial Hold/Release status to permit or prevent the receipt of scheduled loan disbursements depending upon the option of the school.

Disbursement Process (RPEDISB)

1. Run the disbursement process online or in batch to generate memos, authorizations, and disbursement error messages if the disbursement edit optional parameter is being used for the RPRHDRL process.

For Revised Disbursement amount processing:

1. Enter changes to disbursement amounts on RPAELAP as net amounts. Banner will convert it to the gross amount if the revision is included with the RPRHDRL record. Loan memos will use Revised Disbursement amounts if present in RPAELAP Disbursement window.
2. Review disbursement error messages on the disbursement report or on ROIDISB.

Hold/Release Process (RPRHDRL)

This process captures changes to the initial Hold/Release status and creates a data file for transmission to the service provider or lender.

1. Run the process after receiving the response file. The Guarantor sequence number is needed.
2. Batch update of status by fund/term updates all available undisbursed records or use Disbursement Edit.

Note

The Disbursement edit (which is optional) requires at least one disbursement reject in the Disbursement Results Table to hold a loan, and that no rejects be found to release a loan. Revised Disbursement dates and /or revised Disbursement amounts will be included in Hold/Release transmissions if present. ■

3. Update the **Hold/Release Status** field on RPAELAP to *HS* Hold Sent or *RS* Release Sent.
4. Output files include the RPRHDRL.xxxxx.DAT data file and .lis file with the Control Report and records not processed (with reasons).

Electronic Transfer

EFT/Disbursement Roster Upload Process (RPREFTL)

This process should be run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

To transferring file(s) to the Banner dataload directory:

 **Note**

Multiple files may be placed in the directory, but will be processed one at a time. ■

1. Rename each file to eftxxx.dat where xxx is a school-maintained sequence number. After the file is processed, the first nine characters of the Header are changed to *Processed* to prevent a duplicate upload.
2. Enter the single parameter file name and run the process.

Electronic Payment Receipt form (RPAEPMT)

1. Review summary cash information.
 - Single record for all *EFT* payments in the file.
 - Single record for all *Netted EFT* payments in the file. If netting is used, the school retains and recycles funds recovered from loan adjustments. Student records in the file which represent the netted fund total will have a file code of *A*.
 - Single record for all *Master Check* payments in the file.
 - Individual records for each *Individual Check* payment in the file. If the check number field is blank on the incoming file, Banner will generate a Reference ID number. Banner Reference IDs will have the @ sign.
2. Contact the Accounting Office to confirm that EFT funds have been received in the bank account.
3. Confirm receipt of checks/master checks.
4. Enter a checkmark by the summary EFT, master check, or netted amount to indicate receipt of funds so that records will upload during the posting process.

 **Note**

Be certain to mark the receipt flag on \$0 payment rosters if netting so that funds will post to student(s). ■

5. Enter a checkmark by each individual check received so that the amounts will post.

EFT Posting Process (RPREFTP)

This process matches student records using the unique loan identifier and uploads the data to the RPRLDSB table. If the record loads successfully, it is deleted from the temporary table.

1. Enter parameters and run the RPREFTP process.
2. Select a Distribution Method (that is, *E*, *I*, *M*, *N*) or leave blank to post all types of student detail records at once.
3. Enter a specific Reference ID or leave blank to process all records.
4. Review output. Verify the process completed by viewing the .log file. The .lis file will show all students processed in the run including error messages for those that did not load to the permanent tables.
5. Re-run RPREFTP to generate a report listing the names of only those students whose records did not match. Resolve on RPAELDB suspense form.



Note

If there are multiple records for the same student in the file, additional record(s) will be inserted on RPAELDB.

RPAELAP Fields Populated by RPREFTP Process

In the Disbursement Schedule window, the **Confirmation Flag** indicates the service provider has borrower confirmation of loan request (for Loan Pilot Program schools). The **Confirmation Flag** will be used during the RPEDISB process for non-PLUS loans when the Direct Loan indicator is not null.

Electronic Loan Disbursement form (RPAELDB)

To resolve suspended loan records, blank out the ID in the Key block to enter a query. You can sort on the record types shown on RPAEPMT (that is, *E*, *M*, *I*, *N*).

We recommend performing a Print Screen for each suspended record and comparing it to the loan application.

- If the Loan ID is incorrect, change the **Loan ID** on the RPAELDB record and re-run RPREFTP.
- If there is a Social Security Number mismatch, manually enter data on RPAELDB and delete the loan record from the temporary tables.
- If there is a Birthdate error (most common), correct the Birthdate and re-run RPREFTP.

- If the EFT authorization block is not checked on RPAELAP, for funds received via EFT, obtain authorization from the student, check the RPRELAP block, and re-run RPREFTP.
- If the EFT block is checked on RPAELAP and funds were received as a paper check, remove the EFT indicator on RPAELAP and re-run RPREFTP. If you have separate funds for paper checks, you must cancel the EFT fund application and award, reaward/recreate the application from the paper check fund, and re-run the posting process.
- If the record is not your student, use the Print Screen of RPAELDB as authorization for the Finance Office to cut a check from the EFT account back to the lender. Delete the record on RPAELDB.

1. Rerun RPREFTP after data correction or deletes.

 **Note**

Multiple records for the same student in the same batch will result in multiple disbursement records on RPALDSB. ■

To determine fees subsidized by the guarantor/lender, you must verify that:

- Response files include fees to be subsidized by the guarantor/lender for each loan disbursement.
- Fee subsidies are loaded to the Loan Disbursement (RPRLABD) table and are visible in the **Fees Paid** field on RPAELDB only while the Response records are in the temporary tables. Schools may wish to write a program to capture the fees and calculate a new net amount for memos.

Disbursement form Field Population

Loan Disbursement form (RPALDSB)

This form displays the historical loan record for a student. Disbursement data populated by the Electronic Loan Application Process (RPRELAP) include:

- Fund
- Term Code
- Schedule Date
- Sequence Number

Disbursement data populated by the EFT Posting Process (RPREFTP) include:

EFT Records

- **Reference ID** (from the roster)
- EFT (Electronic Funds Transfer) Amount/Date

- **Electronic Funds Transfer** Indicator checked
- **Feed Indicator** set to *Y*
- Individual Checks
- **Reference ID** (check number)
- Check Amount/Date
- **Feed Indicator** IS NULL (must sign check)

Master Check

- **Reference ID** (master check number)
- Amount/Date
- **Feed Indicator** IS NULL (must sign for proceeds)

When checks/master check forms are signed:

- **Feed Indicator** (manual)
- Feed Date

By the RPEDISB disbursement process:

- **Transaction Number** from the Student Account posting.
- **Disbursement Load** (load code) and **Option** (type of hours used for calculation)

Due to non-enrollment/withdrawal adjustments:

- **Returned Amount** for refund amounts calculated after the check is fed.
- **Returned to Lender** for return of unclaimed checks that have not been fed.
- **Returned Date.** (Date returned to lender).

Note

Create a separate disbursement record on RPALDSB using the Insert Record function to post refunds/returns to the lender. Amounts to be returned can be posted prior to receipt of funds. ■

Other:

- **Certified Hours.** This is the credit hours used for eligibility on the loan application (entered manually on RPAELAP term schedule window)
- **Student Received.** An optional field populated manually to show date student received balance of loan proceeds.
- **Disbursement Bypass.** Used with adjusting entries to correct data entry errors.

- **Disbursement Override.**Permits disbursement when the loan amount is greater than the award amount. Edit uses total of all term disbursement amounts up to and including the term in which the disbursement process is being run.

Disburse to Student Account

Disbursement Process (RPEDISB)

1. Run the disbursement process online or in batch to release memos, authorizations, and/or payment information to the student account. Disbursement may also be run in the Student Accounting Office if loan checks or Master Check forms are signed there.
2. Check error messages on report or on the ROIDISB form.

Note

This process uses the Financial Aid Consortium enrollment first if the Consortium Indicator is checked. It uses the actual Student System enrollment (billable or adjusted per RPROPTS option) as of date of disbursement run.

RPEDISB/RPALDSB Disbursement/Authorization calculates from the net of all loan disbursement records for term on the RPALDSB disbursement form and allows Payment and Authorization in the same term when two disbursements are scheduled. ■

3. Process checks for EFT code or MPN Federal Application code of *M*.
4. Fees paid by the lender captured during the RPREFTL process are used to calculate loan memos.

Note

Loan disbursements for students who have not accepted charges when the **Accept Charges** field on RPROPTS is checked will be rejected. New error message will appear. ■

Loan Adjustments

Returning Individual Checks Prior to the Accounting Feed

1. Access the appropriate term record on RPALDSB.

If the student is not enrolled, enter the check amount on the Retn'd Lndr line on the Original disbursement term record.

If the student is enrolled, use the Insert Record function to create a new term record for the adjusting entry. Enter the check amount on the Retn'd Lndr line and save.

Entry on the Retn'd Lndr line prevents any further disbursement. Previous memos will be backed out.

2. Cancel the award on RPAAWRD.
3. Return check to lender.

Returning Calculated Refund Amounts to Lender

1. Access the appropriate term record on RPALDSB.
2. Use the Insert Record function to create a new term record for the adjusting entry.
3. Enter adjustment amount in **Returned Amount** field. If you are netting disbursements, check the **Disbursement Bypass** field to prevent generation of a refund check to the lender. Save the data.
4. Reduce the award amount on RPAAWRD so that future transcripts will be correct.
5. Run the RPEDISB process to back out excess loan funds.

Note

Banner does not support the return of refund amounts to lenders via EFT. The posting to Finance for a refund check happens immediately when an entry is made on RPALDSB and RPEDISB is run. The student ID is NOT passed to Finance as part of the refund check process. ■

Correcting Loans - Received Amount Less than Awarded Amount

Reduce the awarded offer and accepted amounts on RPAAWRD or RPAAPMT to the Approved amount so that the financial aid transcripts will be correct.

Loan Reports

Aging of Nondisbursed Loans Report (RPRLNAG)

This report displays the number of days between receipt of the loan funds and the date of the report as well as basic loan information.

RPRLNEX Exceptions-Students Not Fully Funded Report

The Loan Funding Exception Report lists those students whose received amounts are less than the amount on the loan by term table.

Parameters include:

- Tolerance Amount (\$1.00 is used if no tolerance is entered).
- Process Type compares *Pending*, *Actual*, or *Both* disbursements.
- Process EFT Only allows you to disregard paper checks.
- **Reference ID** allows you to restrict report by batch.

Setting the **Exclude Flag** on the individual RPAELAP form will prevent the line from displaying for a student who has appeared on an earlier report even if a discrepancy between award/disbursement amount exists.

Review and adjust award form as needed so that transcripts will be correct or so that future loans for the year will generate correctly.

Loan Summary Report (RPRLSUM)

The Loan Summary Report lists loans for students and can be categorized in several ways through report parameters.

CommonLine Loan Adjustment

- If the Approved loan amount is less than the recommended amount for adjustment of RPAAWRD, create and run a population selection based on:

```
RPRLAPP_APPROVE_AMT < RPRLAPP_RECOMMENDED_AMT  
RPRLAPP_APPROVE_DATE > & APPROVE_DATE  
RPRLAPP_EL_STATUS = B  
RPRLAPP_AIDY_CODE
```

- When canceling the Spring disbursement of a full-year loan (also may be used for other funds on RPAAWRD):

1. Cancel the full amount to move award to the Cancelled column on RPAAWRD.
2. Change the status to *ACPT* and enter the Fall portion of the loan in the Offered and Accept columns.
3. Adjust the Dollar Amount on RPAAWRD to the full amount Fall, \$0 Spring.
4. Inactivate Spring loan disbursement (student not enrolled, no disbursement)
5. Access the term disbursement record on RPALDSB.
6. Enter the full, anticipated disbursement amount in the **Returned to Lender** field, Save.
7. Recoup the Spring disbursement (loan disbursed).
8. Access the term disbursement record on RPALDSB.
9. Click Insert Record to duplicate the term record.
10. Enter the return amount in **Returned Amount** field, enter date, and set **Feed Indicator**.
11. Run the disbursement to create a negative entry on the student account.

12. Cancel the disbursement with the guarantor.

- Delete/Replace Functions

Unsent Loan Application (create replacement application)

- Awarded loan and created original application.
- Increased award on RPAAWRD
- Changed Loan Status to *Not Ready to send*
- Clicked Create App button. Original application

Unsent Loan Application (create second application)

- Awarded loan and created original application.
- Increased award on RPAAWRD
- Left status at *Ready to Send*
- Clicked Create App button. Created second application with *Ready* status.

Sent Loan Application (create second application)

- Awarded loan and created original application.
- Extracted Loan. Status *Sent* on original loan application.
- Increased award on RPAAWRD
- Clicked Create App button. Created second application with *Ready* status.

- Decline/Cancel Loan

Loan Not Disbursed

1. Enter CNCL or DECL status to move award to Cancel/Decline column.
2. Access RPAELAP form and enter CNCL status in left-hand status field to inactive.
3. Report cancellation to guarantor.
4. Watch for guarantor status on right hand side of RPAELAP to change to Terminate

Loan Disbursed

1. Reduce RPAAWRD Offer and Accept amounts to \$0.
2. Recoup disbursement.
3. Access term disbursement record on RPAALDSB
4. Click Insert Record to duplicate the term record.
5. Enter return amount in Returned Amt field, enter date, and set Feed Indicator.

6. Run disbursement to create a negative entry on the student account.
7. Cancel the disbursement with the guarantor.

Electronic Loans as Certification Requests in Common Response File

When a Loan application has been initiated by the student/parent with a Lender or Guarantee Agency, the loan certification request is sent to the school in the CommonLine Response file prior to the Electronic Loan application being created in Banner.

1. If possible, identify the loan from the third-party software report prior to running RPRELURU. If no report is available, the loan will be identified on the report generated by RPRELURU and will include the unique Loan ID assigned by the Guarantee Agency.
2. After the loan has been identified and the student's eligibility determined, award the student the appropriate fund and create the loan application in Banner using either the online process or batch RPRELAP process.
3. From RPAELAP, change the process type to *C* - (Certification Request) and the record type to *CR* - (Correct the Submission). This will then allow you to access the **Loan ID** field on RPAELAP.
4. Change the Loan ID to match exactly the Loan ID that has been assigned by the Guarantee Agency/Lender.
5. Commit the change.
6. If the loan is a certification request, change the Loan Status to *R* - (Ready), for the RPRELAX process to extract the loan to send in the Application Send File. The Loan ID will not be changed as long as the first six positions are not the School Code as entered on ROAINST as the Main Campus Pell ID.

If the Certification Request is for a Combined Sub/Unsub, the Loan ID of the subsidized loan should be updated to match the Unique Loan ID assigned by the Guarantee Agency/Lender. For the unsubsidized loan, the Cross-reference Loan ID will need to be updated using SQL* Plus to match the Unique Loan ID assigned by the Guarantee Agency/Lender and the non-unique Loan ID can remain.

Future Response, Change Transaction, and EFT Roster files will recognize the Loan ID and will correctly process without further manual intervention.

Note

Parent and student data contained in the Response file will not be loaded into Banner. This information must be manually entered. ■

Alternative Loans

This section addresses Banner's Electronic loan processing that allow clients to create applications and receive response and disbursement files for Alternative Loans.

Alternative Loan Processing Flow

The basic steps to process a Electronic Alternative Loan in Banner include:

1. Receive the loan application from the student or receive Certification Request for the loan via the RPREL RU Electronic Response Upload file.
2. Award the loan on one of the Banner award forms (RPAAWRD, RPAAPMT, and ROARMAN).
3. Create the RPAELAP Electronic loan application. If the loan involves a Certification Request, then you must update certain fields on the RPAELAP form and replace the Banner-generated unique loan ID to the unique ID created initially by the lender (sent in the Response file).
4. Extract the loan application via the RPRELAX Electronic Loan Extract Process.
5. Receive a Response file via the RPREL RU Response Upload Process (this is optional unless utilizing Certification Requests for Alternative Loans).
6. Receive EFT/individual check/Master Check payments via the RPREFTL/RPREFTP processes.

Institutional Financial Aid Options form (ROAINST)

See the "Banner Electronic Loan Processing - Preliminary forms Setup" section for details on setting up this form.

Fund Base Data form (RFRBASE)

Establish a separate loan fund for any lender for whom you will process Alternative loans using Electronic loan methodology.

Fund Management form (RFRMGMT)

In the Aid Year Specific Data - Packaging Options window, enter the appropriate **Alternative Loan Program Type** code for each Alternative loan fund. This code defaults into the Electronic Loan Application form (RPAELAP).

Note

The Needs Analysis checkbox may be selected or deselected, depending on the requirement for each lender. A checkbox in this field causes the calculated Expected Amount on the RPAELAP Loan Application form to be affected by EFC and prior aid received. ■

Loan Options form (RPRLOPT)

Establish additional forms as needed for new Alternative loan funds. A separate form for each federal and Alternative electronic loan fund is required. The Guarantor is known as the Insurer for Alternative loans.

Loan Period Base Data Rules form (RPRLPRD)

Create additional loan periods as needed to accommodate Alternative loans.

Electronic Loan Application Process (RPRELAP)

Enter Parameter 02 to include Alternative loan funds. If no needs analysis record is present, the Social Security Number and Date of Birth are pulled from the SPBPERS General Person table.

This process allows the creation of application with a negative or zero amount and prints the message *App created with an expected amount of zero or less* in the .log file. These will not extract.

The process also populates null values in the Fed App form and Serial Loan fields, since an MPN is not required. It will not replace data in the Parent Alternative Loan Data window during delete/replace.

Electronic Loan Application form (RPAELAP)

The unique Loan ID includes the institutional EL School Code/Branch code or Pell code after extraction.

If a Certification Request record is received, the **Loan ID** field should be updated to the Loan ID established by the lender/servicer. To manually update the **Loan ID** field, change

the process type to *CR* and the record type to *C*. You can then manually update the **Loan ID** field.

 **Note**

The RPRELAX process will not convert the Loan ID if positions 1-6 (agency code) do not match the School ID. ■

In the Alternative Loan Data window (which is accessible only if the **Alternative Loan Program Type** code is populated on RFRMGMT form), the data incorporated as the CommonLine @4 record is sent with the @1 record which includes basic CommonLine loan information.

The **Program Type** code defaults from RFRMGMT according to the fund awarded. The **Total Student Debt** is required if the Loan Process Type = *GO*, *GP*, *PG*. The remaining fields must be entered manually if applicable to student.

In the Cosigner Information section, cosigner data may be blank. If it is required, you must manually enter it.

 **Note**

If the lender requires this data, be sure to enter all of it. Partial data entry may cause the loan to reject. ■

In the Parent Loan Demographic Data window, populate the parent fields with third-party borrower data if the parent is not actual alternative loan borrower.

Electronic Loan Application Extract Process (RPRELAX)

Uses the **Student/Bor Ind** to extract either student or parent/third-party demographic data. This process extracts @4 Alternative loan record data, and incorporates Campus and EL School code data into unique loan ID. The process also ignores Hold/Release codes for Alternative Loan funds.

Electronic Loan Response Update Process (RPRELRU)

Certification Request records are identified via the message *Cert Request, not processed*. The **Load Alternative Loan Approved Amount** and **Date If Guarantee** fields are not populated.

This process also processes @4 record data and loads data to relevant list fields on RPAELAP the Loan Application form (RPAELAP).

Electronic Loan Load/Post Processes (RPEFTL/RPREFTP)

This process posts EFT, individual check, or Master Check data received in an electronic file. Data is visible on the Loan Disbursement (RPALDSB) form. Checks received that are not part of the roster must be entered on RPALDSB by you.

Disbursement Process (RPEDISB)

This process disregards Hold/Release codes.

Disbursement/Adjustment

Banner Commonline Electronic processing includes EFT, Master Check, and individual check record upload capability. An EFT file may contain any or all of these types of disbursements. Banner Hold/Release may be used to update the initial Hold/Release status to permit or prevent the receipt of scheduled loan disbursements depending upon the option of the school.

Disbursement Process (RPEDISB)

1. Run the disbursement process online or in batch to generate memos, authorizations, and disbursement error messages if the disbursement edit optional parameter is being used for the RPRHDRL process.

For Revised Disbursement amount processing:

1. Enter changes to disbursement amounts on RPAELAP as net amounts. Banner will convert it to the gross amount if the revision is included with the RPRHDRL record. Loan memos will use Revised Disbursement amounts if present in RPAELAP Disbursement window.
2. Review disbursement error messages on the disbursement report or on ROIDISB.

Hold/Release Process (RPRHDRL)

This process captures changes to the initial Hold/Release status and creates a data file for transmission to the service provider or lender.

1. Run the process after receiving the response file. The Guarantor sequence number is needed.
2. Batch update of status by fund/term updates all available undisbursed records or use Disbursement Edit.

Note

The Disbursement edit (which is optional) requires at least one disbursement reject in the Disbursement Results Table to hold a loan, and that no rejects be found to release a loan. Revised Disbursement dates and /or revised Disbursement amounts will be included in Hold/Release transmissions if present. ■

3. Update the **Hold/Release Status** field on RPAELAP to *HS* Hold Sent or *RS* Release Sent.
4. Output files include the RPRHDRL.xxxxx.DAT data file and .lis file with the Control Report and records not processed (with reasons).

Electronic Transfer

EFT/Disbursement Roster Upload Process (RPREFTL)

This process should be run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

To transferring file(s) to the Banner dataload directory:

Note

Multiple files may be placed in the directory, but will be processed one at a time. ■

1. Rename each file to eftxxx.dat where xxx is a school-maintained sequence number. After the file is processed, the first nine characters of the Header are changed to *Processed* to prevent a duplicate upload.
2. Enter the single parameter file name and run the process.

Electronic Payment Receipt form (RPAEPMT)

1. Review summary cash information.
 - Single record for all *EFT* payments in the file.
 - Single record for all *Netted EFT* payments in the file. If netting is used, the school retains and recycles funds recovered from loan adjustments. Student records in the file which represent the netted fund total will have a file code of *A*.
 - Single record for all *Master Check* payments in the file.
 - Individual records for each *Individual Check* payment in the file. If the check number field is blank on the incoming file, Banner will generate a Reference ID number. Banner Reference IDs will have the @ sign.
2. Contact the Accounting Office to confirm that EFT funds have been received in the bank account.
3. Confirm receipt of checks/master checks.
4. Enter a checkmark by the summary EFT, master check, or netted amount to indicate receipt of funds so that records will upload during the posting process.

Note

Be certain to mark the receipt flag on \$0 payment rosters if netting so that funds will post to student(s). ■

5. Enter a checkmark by each individual check received so that the amounts will post.

EFT Posting Process (RPREFTP)

This process matches student records using the unique loan identifier and uploads the data to the RPRLDSB table. If the record loads successfully, it is deleted from the temporary table.

1. Enter parameters and run the RPREFTP process.
2. Select a **Distribution Method** (that is, *E*, *I*, *M*, *N*) or leave blank to post all types of student detail records at once.
3. Enter a specific **Reference ID** or leave blank to process all records.
4. Review output. Verify the process completed by viewing the .log file. The .lis file will show all students processed in the run including error messages for those that did not load to the permanent tables.

5. Re-run RPREFTP to generate a report listing the names of only those students whose records did not match. Resolve on RPAELDB suspense form.

 **Note**

If there are multiple records for the same student in the file, additional record(s) will be inserted on RPAELDB.

RPAELAP Fields Populated by RPREFTP Process

In the Disbursement Schedule window, the **Confirmation Flag** indicates the service provider has borrower confirmation of loan request (for Loan Pilot Program schools). The **Confirmation Flag** will be used during the RPEDISB process for non-PLUS loans when the Direct Loan indicator is not null.

Electronic Loan Disbursement form (RPAELDB)

To resolve suspended loan records, blank out the ID in the Key block to enter a query. You can sort on the record types shown on RPAEPMT (that is, *E, M, I, N*).

We recommend performing a Print Screen for each suspended record and comparing it to the loan application.

- If the Loan ID is incorrect, change the **Loan ID** on the RPAELDB record and re-run RPREFTP.
- If there is a Social Security Number mismatch, manually enter data on RPAELDB and delete the loan record from the temporary tables.
- If there is a Birthdate error (most common), correct the Birthdate and re-run RPREFTP.
- If the EFT authorization block is not checked on RPAELAP, for funds received via EFT, obtain authorization from the student, check the RPAELAP block, and re-run RPREFTP.
- If the EFT block is checked on RPAELAP and funds were received as a paper check, remove the EFT indicator on RPAELAP and re-run RPREFTP. If you have separate funds for paper checks, you must cancel the EFT fund application and award, reaward/recreate the application from the paper check fund, and re-run the posting process.

- If the record is not your student, use the Print Screen of RPAELDB as authorization for the Finance Office to cut a check from the EFT account back to the lender. Delete the record on RPAELDB.

1. Rerun RPREFTP after data correction or deletes.

 **Note**

Multiple records for the same student in the same batch will result in multiple disbursement records on RPALDSB. ■

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- Fee subsidies are loaded to the Loan Disbursement (RPRLABD) table and are visible in the **Fees Paid** field on RPAELDB only while the Response records are in the temporary tables. Schools may wish to write a program to capture the fees and calculate a new net amount for memos.

Disbursement form Field Population

Loan Disbursement form (RPALDSB)

This form displays the historical loan record for a student. Disbursement data populated by the Electronic Loan Application Process (RPRELAP) include:

- Fund
- Term Code
- Schedule Date
- Sequence Number

Disbursement data populated by the EFT Posting Process (RPREFTP) include:

- EFT Records
- **Reference ID** (from the roster)
- EFT Amount/Date
- **EFT Indicator** checked
- **Feed Indicator** set to *Y*
- Individual Checks
- **Reference ID** (check number)
- Check Amount/Date

- **Feed Indicator** IS NULL (must sign check)

Master Check

- **Reference ID** (master check number)
- Amount/Date
- **Feed Indicator** IS NULL (must sign for proceeds)

When checks/master check forms are signed:

- **Feed Indicator** (manual)
- Feed Date

By the RPEDISB disbursement process:

- **Transaction Number** from the Student Account posting.
- **Disbursement Load** (load code) and **Option** (type of hours used for calculation)

Due to non-enrollment/withdrawal adjustments:

- **Returned Amount** for refund amounts calculated after the check is fed.
- **Returned to Lender** for return of unclaimed checks that have not been fed.
- **Returned Date.** (Date returned to lender).

Note

Create a separate disbursement record on RPALDSB using the Insert Record function to post refunds/returns to the lender. Amounts to be returned can be posted prior to receipt of funds. ■

Other:

- **Certified Hours.** This is the credit hours used for eligibility on the loan application (entered manually on RPAELAP term schedule window)
- **Student Received.** An optional field populated manually to show date student received balance of loan proceeds.
- **Disbursement Bypass.** Used with adjusting entries to correct data entry errors.
- **Disbursement Override.** Permits disbursement when the loan amount is greater than the award amount. Edit uses total of all term disbursement amounts up to and including the term in which the disbursement process is being run.

Disburse to Student Account

Disbursement Process (RPEDISB)

1. Run the disbursement process online or in batch to release memos, authorizations, and/or payment information to the student account. Disbursement may also be run in the Student Accounting Office if loan checks or Master Check forms are signed there.
2. Check error messages on report or on the ROIDISB form.

Note

This process uses the Financial Aid Consortium enrollment first if the Consortium Indicator is checked. It uses the actual Student System enrollment (billable or adjusted per RPROPTS option) as of date of disbursement run.

RPEDISB/RPALDSB Disbursement/Authorization calculates from the net of all loan disbursement records for term on the RPALDSB disbursement form and allows Payment and Authorization in the same term when two disbursements are scheduled. ■

3. Process checks for EFT code or MPN Federal Application code of *M*.
4. Fees paid by the lender captured during the RPREFTL process are used to calculate loan memos.

Note

Loan disbursements for students who have not accepted charges when the **Accept Charges** field on RPROPTS is checked will be rejected. New error message will appear. ■

Loan Adjustments

Returning Individual Checks Prior to the Accounting Feed

1. Access the appropriate term record on RPALDSB.

If the student is NOT ENROLLED, enter the check amount on the Retn'd Lndr line on the Original disbursement term record.

If the student is ENROLLED, use the Insert Record function to create a new term record for the adjusting entry. Enter the check amount on the Retn'd Lndr line and save.

Entry on the Retn'd Lndr line prevents any further disbursement. Previous memos will be backed out.

2. Cancel the award on RPAAWRD.

3. Return check to lender.

Returning Calculated Refund Amounts to Lender

1. Access the appropriate term record on RPALDSB.
2. Use the Insert Record function to create a new term record for the adjusting entry.
3. Enter adjustment amount in **Returned Amount** field. If you are netting disbursements, check the **Disbursement Bypass** field to prevent generation of a refund check to the lender. Save the data.
4. Reduce the award amount on RPAAWRD so that future transcripts will be correct.
5. Run the RPEDISB process to back out excess loan funds.

Note

Banner does not support the return of refund amounts to lenders via EFT. The posting to Finance for a refund check happens immediately when an entry is made on RPALDSB and RPEDISB is run. The student ID is NOT passed to Finance as part of the refund check process. ■

Correcting Loans - Received Amount Less than Awarded Amount

Reduce the awarded offer and accepted amounts on RPAAWRD or RPAAPMT to the Approved amount so that the financial aid transcripts will be correct.

Loan Reports

Aging of Nondisbursed Loans Report (RPRLNAG)

This report displays the number of days between receipt of the loan funds and the date of the report as well as basic loan information.

RPRLNEX Exceptions-Students Not Fully Funded Report

The Loan Funding Exception Report lists those students whose received amounts are less than the amount on the loan by term table.

Parameters include:

- **Tolerance Amount** (\$1.00 is used if no tolerance is entered).
- **Process Type** compares *Pending*, *Actual*, or *Both* disbursements.

- **Process EFT Only** allows you to disregard paper checks.
- **Reference ID** allows you to restrict report by batch.

Setting the **Exclude Flag** on the individual RPAELAP form will prevent the line from displaying for a student who has appeared on an earlier report even if a discrepancy between award/disbursement amount exists.

Review and adjust award form as needed so that transcripts will be correct or so that future loans for the year will generate correctly.

Loan Summary Report (RPRLSUM)

The Loan Summary Report lists loans for students and can be categorized in several ways through report parameters.

CommonLine Loan Adjustment

- If the Approved loan amount is less than the recommended amount for adjustment of RPAAWRD, create and run a population selection based on:

```
RPRLAPP_APPROVE_AMT < RPRLAPP_RECOMMENDED_AMT
RPRLAPP_APPROVE_DATE > &APPROVE_DATE
RPRLAPP_EL_STATUS = B
RPRLAPP_AIDY_CODE
```

- When canceling the Spring disbursement of a full-year loan (also may be used for other funds on RPAAWRD):

1. Cancel the full amount to move award to the Cancelled column on RPAAWRD.
2. Change the status to *ACPT* and enter the Fall portion of the loan in the Offered and Accept columns.
3. Adjust the Dollar Amount on RPAAWRD to the full amount Fall, \$0 Spring.
4. Inactivate Spring loan disbursement (student not enrolled, no disbursement)
5. Access the term disbursement record on RPALDSB.
6. Enter the full, anticipated disbursement amount in the **Returned to Lender** field, Save.
7. Recoup the Spring disbursement (loan disbursed).
8. Access the term disbursement record on RPALDSB.
9. Click Insert Record to duplicate the term record.

10. Enter the return amount in **Returned Amount** field, enter date, and set **Feed Indicator**.

11. Run the disbursement to create a negative entry on the student account.

12. Cancel the disbursement with the guarantor.

- Delete/Replace Functions

Unsent Loan Application (create replacement application)

- Awarded loan and created original application.
- Increased award on RPAAWRD
- Changed Loan Status to *Not Ready to send*
- Clicked Create App button. Original application

Unsent Loan Application (create second application)

- Awarded loan and created original application.
- Increased award on RPAAWRD
- Left status at *Ready to Send*
- Clicked Create App button. Created second application with *Ready* status.

Sent Loan Application (create second application)

- Awarded loan and created original application.
- Extracted Loan. Status *Sent* on original loan application.
- Increased award on RPAAWRD
- Clicked Create App button. Created second application with *Ready* status.

- Decline/Cancel Loan

Loan Not Disbursed

1. Enter CNCL or DECL status to move award to Cancel/Decline column.

2. Access RPAELAP form and enter CNCL status in left-hand status field to inactive.

3. Report cancellation to guarantor.

4. Watch for guarantor status on right hand side of RPAELAP to change to *Terminate*

Loan Disbursed

1. Reduce RPAAWRD Offer and Accept amounts to \$0.

2. Recoup disbursement.

3. Access term disbursement record on RPAALDSB

4. Click Insert Record to duplicate the term record.
5. Enter return amount in Returned Amt field, enter date, and set Feed Indicator.
6. Run disbursement to create a negative entry on the student account.
7. Cancel the disbursement with the guarantor.

Electronic Loans Received as Certification Requests in Common Response File

When a Loan application has been initiated by the student/parent with a Lender or Guarantee Agency, the loan certification request is sent to the school in the CommonLine Response file prior to the Electronic Loan application being created in Banner.

1. If possible, identify the loan from the third-party software report prior to running RPREL RU. If no report is available, the loan will be identified on the report generated by RPREL RU and will include the unique Loan ID assigned by the Guarantee Agency.
2. After the loan has been identified and the student's eligibility determined, award the student the appropriate fund and create the loan application in Banner using either the online process or batch RPREL AP process.
3. From RPAEL AP, change the process type to *C* - (Certification Request) and the record type to *CR* - (Correct the Submission). This will then allow you to access the **Loan ID** field on RPAEL AP.
4. Change the Loan ID to match exactly the Loan ID that has been assigned by the Guarantee Agency/Lender.
5. Commit the change.
6. If the loan is a certification request, change the Loan Status to *R* - (Ready), for the RPREL AX process to extract the loan to send in the Application Send File. The Loan ID will not be changed as long as the first six positions are not the School Code as entered on ROAINST as the Main Campus Pell ID.

If the Certification Request is for a Combined Sub/Unsub, the Loan ID of the subsidized loan should be updated to match the Unique Loan ID assigned by the Guarantee Agency/Lender. For the unsubsidized loan, the Cross-reference Loan ID will need to be updated using SQL* Plus to match the Unique Loan ID assigned by the Guarantee Agency/Lender and the non-unique Loan ID can remain.

Future Response, Change Transaction, and EFT Roster files will recognize the Loan ID and will correctly process without further manual intervention.

 **Note**

Parent and student data contained in the Response file will not be loaded into Banner. This information must be manually entered. ■

Direct Lending

Please see the *COD Handbook* for detailed instructions for working with Direct Loans.

Financial Aid Common Functions

Aid Year Default

Banner uses the current calendar year to try to default the global aid year code to be used when you first start a Banner session. The first time you call a financial aid form (a form starting with the letter *R*), Banner runs a form called ROQMENU in the background. One of the things that this form does is to look at the current calendar year (based on Banner date) and looks at the ROBINST table for an aid year code where the aid year start year is the same as the current calendar year and the aid year end year is the same as the current calendar year plus 1. So, if you are in 2004 it looks for an aid year code that was defined as starting in 2004 and ends in 2005. After the start of the new year (2005) it looks for an aid year code that was defined as starting in 2005 and ends in 2006. If it doesn't find one (because you haven't defined the 0405 aid year code yet) then you will get the message **ERROR* Could not calculate aid year code from today's date.*

This error is not a serious one and will not prevent you from continuing your normal activities. It just means that Banner could not determine a global aid year code. You would have to manually set the global aid year code by entering it on a form that has aid year as a key field or by calling any aid year specific form (like RNANAxX).

If you have defined your 0405 aid year code, Banner will use that aid year as the global aid year code at start-up. If you wish to keep your global aid year code as 0405 you can change the pivot date on the ROAINST form.

User-Defined Data

User-defined data is stored in a table called ROBUSDf. This table has 360 data fields named ROBUSDf_VALUE_1 through ROBUSDf_VALUE_360 in addition to a field for aid year, PIDM, and activity date.

Each data field is 20 positions long and is defined as a character field. Values entered may be character, integer, numeric, or date according to how each field is being used, however editing for the proper format of integer, numeric, or date fields will not occur.

The Applicant User-Defined Data form (ROAUSDF) allows you to view, enter, and update each of the 360 fields for an individual student for a particular aid year. Descriptions to define how the institution uses each field are maintained on a form and table called RORUSER. The descriptions for each field entered on RORUSER are displayed next to the field number on the applicant form to aid the user. Field descriptions are maintained separately for each aid year so you do not need to use the same descriptions for the same field numbers each year. Even though descriptions are associated with each field, the data stored in the field for a student is still referred to by its field number when used in selection statements.

This design permits multiple user-defined fields to be used in a selection statement by making it simpler to reference the data being stored. You are not required to use the same fields in the same order each year.

In order to use these values in your rules, it is suggested that you run the RORUSER Process on a regular basis such as weekly and after each Data Load. This will create a record in the ROBUSDF table for every applicant with a RORSTAT record for the aid year.

Batch Posting Process

The purpose of the Batch Posting Process is to allow you to post the same data to all students who meet a common set of criteria at one time. For example, you can post a tracking requirement for proof of citizenship status for all students who are permanent resident aliens. Use of Batch Posting can greatly reduce the number of budget or tracking groups that need to be defined.

The generic population selection process is used to identify the students to receive batch posted data. The Batch Posting Process requires three steps.

1. Create a Population Selection ID to identify the sub-population of students to receive the batch posted data. This is done on the Population Selection Definition Rules form (GLRSLCT). The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Batch Report Selection Extract Process (GLBDATA). Individual student IDs can be inserted into or deleted from the list of students generated by using the Extract Application form (GLAEXTR).
2. Identify the type of data to be posted, the codes to be posted, and the information showing where the IDs of the extracted students are being stored. This is done on the Batch Posting Rules form (RORPOST). The Batch Posting Type Indicator Validation form (RTVPTYP) is used as a List form for the posting type code, but you cannot update anything on this form. Multiple types of data can be set up to be posted during the same run of the process.

For example, you can post tracking requirements, budget adjustments, and award amounts all in the same run of the program. The **Use Indicator** field tells the batch posting process which rules to execute during the next run of the program. You cannot set the order in which multiple batch posting rules are executed. Therefore, if batch posting of one type of data depends on the results of another type of batch posting, you should run each batch posting rule by itself. This way you can control the order in which they are processed.

3. Run the batch posting process itself. This is done with a standard process called the Batch Posting Process (RORBPST). The process uses the batch posting rules established on RORPOST. The batch posting process creates RORSTAT records when posting awards for students who don't already have RORSTAT records for the aid year. The only parameters for the process are for Aid Year to process and Print Report (Y/N). The optional printed report shows a listing of students who received each type of batch posted data with comments about anything unusual.

Many types of student data can be batch posted, each one identified by a unique type code. The codes are listed on the Batch Posting Type Indicator Validation form (RTVPTYP) and are discussed below:

A - Aid Period

To batch post an Aid Period you enter *A* under the **Type Indicator** column and a valid aid period code under the **Code to Post** column on the Batch Posting Rules form (RORPOST). EFC Proration is performed if institutional rules call for it. Students will be rebudgeted if necessary, however, components with a system/manual indicator of *Manual* or *Batch* will not have that component's value changed. Awards in the student's package will not be rescheduled so batch posting of aid periods should be done before students are packaged. Since changing a student's aid period can change the amount of a Pell Grant, users should perform a batch Pell Grant recalculation (RPEPELL) after batch posting a new aid period. If you choose to batch post a new aid period, it is recommended that you run that rule by itself before running other batch posting rules.

AA - Award Level Info Access Indicator

You may set the Award Level Info Access indicator to display (Yes) or to not display (No) a specific fund on the Web for the population selection. Enter the fund code in the **Code to Post** column. An update to the award table will not be made if the fund does not exist for a student; an error message, *Fund does not exist for student, info access indicator not updated* will be written on the output.

AS - Student Info Access Indicator

You may batch post the Student Info Access Indicator to display (Yes) or to not display (No) all award information for the population selection. The Student Info Access Indicator is displayed on the Packaging Group Information tab on the award forms.

B - Budget Component/Amount

The batch posted component amount replaces the existing amount in the student's budget, with the exception of manually assigned amounts. If the requested component does not exist in the student's budget, it is created. The student's non-Pell budget type is updated

(unless the Pell type is the only budget type). The student's gross and unmet need will be updated. If the student has not been budgeted yet, then the process will not post the new component/amount.

BA - Budget Level Info Access Ind

Use this batch posting type to update the Info Access indicator for an applicant's budget.

BB - Borrower Based Indicator

This allows you to post a code to link students with the same Borrower-based loan periods together. Can be seen on the Award forms.

BF - Budget Duration - FM

This allows the user to batch post a change to the student, number of months of attendance for the Federal Methodology by calculation. Can be seen on RNAOVxx.

BI - Budget Duration - IM

This allows you to batch post a change to the student's number of months of attendance for the Institutional Methodology calculation. Can be seen on RNAOVxx.

C - Current Record Lock

This locks the need analysis record flagged as the *Current Record* from updates or replacement until unlocked.

D - Packaging Completed Date

This process sets the existing date to null. A null packaging completed date allows previously packaged students to be repackaged by the batch packaging process.

DD - Scheduled Disbursement Date

This allows you to post a disbursement date for a specific non-loan fund and term code.

E - Enrollment Status for Year

This allows you to post the enrollment status for the year used by the Packaging Process.

F - Fund Code/Amount/Status

All students will be packaged with the same amount and award status code. If a student already has an award from the requested fund, its amount and status will be replaced with the new amount and status. The information will not be posted if the student's package is locked or the fund is locked in the student's package. The appropriate fund balances will be updated. Award validation is performed on funds being packaged through batch posting, so you should only batch post funds where all selected students are known to be eligible. For example, it would be appropriate to batch post a scholarship for a student regardless of the impact it might have on the rest of the awards in the package. Batch posting funds may create overawards. The student's unmet need will be updated. The award will be scheduled into its term by term distribution and a disbursement schedule will be created if called for. If the fund being posted is an *auto accept* fund then the fund will be posted as accepted. You can use the batch posting process to cancel an award by entering the amount as \$0.00.

FH - HPPA Indicator

Identifies students who qualify for the increased Health Profession Programs Amount (HPPA) loan amounts for Stafford loans.

FL - Fund Lock

Use this batch type to batch post a fund lock value to the **Lock** field on the Award Maintenance - Locks/Indicators window of the RPAAWRD and RPAAPMT form. When the **Type Indicator** is *FL*, valid values for **Code to Post** are:

Y - Always pay the locked amount

E - Adjust for enrollment decreases only (Pell only)

N - Award is not locked

FN - Fund/Amt/Status no validation

The FN batch type allows the batch posting of a fund code, amount, and status for a population selection without going through the award validation process. The following fields are required for the *FN* posting type:

- **Code to Post** (RORPOST_POST_CODE) is the Fund Code to be posted.
- **Amount to Post** (RORPOST_AMT) is the amount to be posted.
- **Status** (RORPOST_STATUS_CODE) is the award status to be posted.

FS - Fund Code Status

The *FS* batch posting type lets you cancel, decline, or accept a specific fund award in its entirety. When you select the *FS* type indicator, do not enter an amount for the rule. You can only enter an award status which has been designated as accepted, cancelled, or declined on RTVAWST for the *FS* posting type. For rules of type *FS*:

- The **Code to Post** is the fund code of the award. The list of values for the code is drawn from the Fund Code Validation Table (RFRBASE).
- The **Status** is the award status. The list of values for the code is drawn from the Award Status Validation Table (RTVAWST).

The *Status is invalid for specified Post Type Code* error message displays if you enter an *offered* award status.

GL - Group Code Lock

The Group Code Lock allows you to post a lock to the any of the three group locks: tracking, budgeting, or packaging. When the **Type Indicator** is *GL*, the **Code to Post** field indicates whether to add (*Y*) or remove (*N*) a tracking, budgeting, or packaging group lock.

For example, when **Type Indicator** is *GL* and the **Code to Post** field is *Y*, a lock is posted to whatever group type (*T* (Tracking), *B* (Budgeting), or *P* (Packaging)) is indicated in the **Miscellaneous Code** field. If the **Code to Post** field is *N*, the lock is removed from whatever group type is indicated in the **Miscellaneous Code** field.

H - Hold Code

A financial aid hold can be placed or removed for a student. Holds are removed by making them inactive. To remove a hold, use the value of R (release) in the Miscellaneous Code 1 field.

HN - A Non-Aid Year Specific, Non-Term Specific Hold

Use this batch type to post a hold which is non-aid year specific and non-term specific.

HT - Hold Code/Term Code, Term-specific Hold

Use this batch type to post a hold which is term specific.

I - Institutional Housing Code

You can batch post codes of *I-4*. The codes are defined each year on the FAFSA application. Only *Current Records* are updated. The institutional housing code can be used in budget group selection and budget construction.

L - Letter Code

You can assign a student a letter to be sent the next time letters are run.

LS - Lender Status

Use this batch posting type to update the lender status to active/inactive for the lender by loan type on Student Lender History Data form (RPASLND).

M - Applicant Message

This allows the user to specify a user-defined message to print on letters along with the expiration date of that message.

MD - Memo Expiration Date

This allows the user to post an expiration date for a specific fund code and term code.

P - Package Lock

If a student's package is locked, the student cannot be repackaged, either manually or in a batch.

PB - Post BA Pell Override

This flags students who are eligible to receive Post BA Pell.

PI - Pell Process Indicator

Use this batch type to enable/disable the **Prevent Automatic Pell Calculation** field on the Applicant Status form (ROASTAT). This field prevents the automatic execution of the Pell process from forms for a student.

PO - Pell Origination Indicator

This allows you to post an indicator on the student to automatically create an updated Pell Origination record.

PT - Prep or Teacher Cert Ind

Once you have identified a population of students who are undergraduates taking

preparatory coursework, graduates taking preparatory coursework, or students enrolled in teacher certification, you may use the Batch Posting Process to update the **Preparatory or Teacher Certification** indicator on the RPAAWRD or RPAAPMT forms. Once the indicator has been updated, the award and disbursement validation process use the appropriate annual limits for the student. Also, the Stafford loan records will contain the indicator value once created.

PNA – Fund Term Prom Note/Access Ind

Use this batch posting type to update the Info Access Indicator for a non-Direct Loan Promissory note for a fund and term.

 **Note**

You cannot use R, RF, RT, and RFT batch posting codes to update existing requirements. ■

R - Requirement Code/Status

A tracking requirement will be created if it does not exist. This batch posting type will not update existing records. If this type is to be posted, you must also identify a status code. You cannot batch post a requirement that needs a Source Background Institution Code (SBGI code) such as a financial aid transcript. If the posted requirement is a Once Only or a Match Federal Fund ID requirement, previous aid years are checked for prior satisfaction. If the once only of Match Federal Fund ID requirement was satisfied in a previous year, the status in the current aid year will be updated. The packaging requirements, disbursement requirements, and all requirements completed dates will be updated if necessary. If the student who is to receive the batch posted requirement code/status does not have a RORSTAT record for the specified aid year, the batch posting process will create one prior to posting the tracking requirement.

RA - Requirement/Access Ind

Use this batch posting type to update the Requirement/Access Indicator.

RF - Fund Specific Requirements

Use this batch type to create a fund-specific tracking requirement if it does not exist. This batch posting type will not update existing records.

RFA - Fund Req/Access Ind

Use this batch posting type to update a fund specific Requirement Access Indicator.

RFS - Fund Req Status

Use this batch posting type to update the Status for existing Fund requirements. This batch posting type will not create a new requirement.

RFT - Fund Term Specific Requirements

Use this batch posting type to insert Fund Term Specific Requirements if they do not exist for the Student. This batch posting type will not update existing records.

RFTA - Fund Term Req/Access Ind

Use this batch posting type to update a fund specific Requirement Access Indicator for a term.

RFTS - Fund Term Req Status

Use this batch posting type to update the Status for existing Term requirements for a Fund. This batch posting type will not create a new requirement.

RS - Requirement Status

Use this batch post type to update the Requirement Status for existing requirements. This batch posting type will not create a new requirement.

RTA - Term Req/Access Ind

Use this batch posting type to update a term specific Requirement Access Indicator.

RTS - Term Req Status

Use this batch posting type to update the Status for existing Term requirements.

RT - Term Specific Requirements

Use this batch posting type to create the term specific Requirement for existing requirements. This batch posting type will not update existing records.

S - Satisfactory Academic Progress

If you batch post an SAP code you must also enter a term code under the **Term Code** field on the RORPOST form. Satisfactory Academic Progress codes must first be defined on the Satisfactory Academic Progress Validation form (RTVSAPR)

SL - SAP Code Lock/Unlock

This allows you to lock or unlock a SAP code for a term.

TE - Term Enrollment Status

This allows the user the ability to batch post a term enrollment status to update the FAFSA data.

TL - Term Lock

Use this batch type to batch post a term lock value to the **Term Lock** field on the Fund Awards by Term - Options window of the RPAAWRD and RPAAPMT form. When the **Type Indicator** is *TL*, valid values for **Code to Post** are:

Y - Always pay the locked amount

E - Adjust for enrollment decreases only (Pell only)

N - Award is not locked

U - User Defined Variable/Value

You can batch post to any of the 360 user-defined data fields. The field being posted to must be referred to by its field number, not by its description. To identify which field is to receive the batch posted data, enter a number from 1 to 360 without any leading zeros

under the **Code to Post** field on RORPOST. The information to post for that field is entered in the **Status** field.

UN - Non Year User-Defined Data

You can batch post to any of the 360 non year user-defined data fields. The field being posted to must be referred to by its field number, not by its description. To identify which field is to receive the batch posted data, enter a number from 1 to 360 without any leading zeros under the **Code to Post** field on RORPOST. The information to post for that field is entered in the **Status** field.

V - Verification Selection Message

You can use this posting type to institutionally select a student for Title IV verification. You can also use this option to deselect a student for verification. The verification message will be posted to the student's current record only.

VS - Verification Status

You can post the student's verification status code; the current values for the aid year are available in the LOV. This value can be seen on ROAPELL.

Y - Banner Year in College

This option updates the Banner year in college which is used by all the processes. Only the *current record* is updated. The values for Banner year in college are:

- | | |
|---|-------------------------------------|
| 1 | 1st time freshman, no prior college |
| 2 | Freshman, prior college |
| 3 | Sophomore, (2nd year undergrad) |
| 4 | Junior, (3rd year undergrad) |
| 5 | Senior, (4th year undergrad) |
| 6 | 5th Year/Other undergrad |
| 7 | 1st Year Graduate/Professional |
| 0 | Continuing Grad/Prof or beyond |

1 - Federal Methodology Student Contribution Lock

This locks the FM-SC displayed on the Need Analysis form (RNARSxx) from being updated or replaced. Only the field in the *current record* is locked.

2 - Federal Methodology Parent Contribution Lock

This locks the FM-PC displayed on the Need Analysis form (RNARSxx) from being updated or replaced. Only the field in the *current record* is locked.

3 - Federal Methodology EFC Lock

This locks the Pell EFC displayed on the Need Analysis form (RNARSxx) from being updated or replaced. Only the field in the *current record* is locked. This is the single field loaded from EDE or AFSA tape where the SC and PC are not present. In order to lock the **Total** where a SC and PC are both present, you must lock the SC and PC separately.

4 - System Pell EFC Lock

This locks the SYS-PGI displayed on the Need Analysis form (RNARSxx) from being updated or replaced. Only the field in the *current record* is locked.

5 - Institutional Methodology Student Contribution Lock

This locks the IM-SC displayed on the Need Analysis form (RNARSxx) from being updated or replaced. Only the field in the *current record* is locked.

6 - Institutional Methodology Parent Contribution Lock

This locks the IM-PC displayed on the Need Analysis form (RNARSxx) from being updated or replaced. Only the field in the *current record* is locked.

Note

Batch posting allows you to specify that when a student has a specific Reject or Comment code, you can batch post a requirement or message, etc., to that group of students. This process requires a population selection, but one that will be used in conjunction with the Comment code or Reject code. You do not need to write and support different population selections for each possible combination of Reject or Comment codes that may exist for a student. For example, if the goal is to attach a new tracking requirement to all students with a Reject code of 03, then the population selection used could be for all students with a RORSTAT record for the year, define the Type code as R for Reject, and the Code as 03, and the tracking requirement and status code to be posted. ■

Update Batch Post Categories

Update Batch Post Categories (ROPPCAT), can be used to automatically uncheck the Use Indicator for all records on RORPOST and check the Use Indicator for a specific Category or like Category. Institutions with an automated batch scheduling feature are now able to streamline their batch production by inserting this new process between their existing batch post steps. For a given aid year, this process first resets or unchecks all of the use indicators that has been checked on RORPOST. The process then goes through and sets the use indicators that correspond to the category code defined by the user in the job parameters. When the process is run, the Use Indicator is set to Y (checked) for all batch posting rules that match the defined category code.

Depending on an institution's naming standard, it is possible to group categories for one batch posting. For these institutions, a parameter has been provided to process only a single category code (equal) or multiple categories using the option of Like. If you are using the option of Like, you may enter a partial category code and a wildcard% has been appended to the end; i.e., like TRK would be TRK% when the Like option is used.

The following are the parameters and their description:

Note

The category code parameter is not validated for valid values on RORPOST. If the category code entered for the parameter does not exist,

all Use Indicators will be reset to *N* (unchecked), and no updates will be made to set the Use Indicators to *Y* (checked). ■

Parameter	Required	Description	Values
Aid Year Code	Yes	Enter the aid year for which the use indicators will be set and reset.	Aid Year Validation Form (ROIAIDY)
Category Code	Yes	Enter the full or partial category code; the batch post rules corresponding to the code will be set. If this is a partial category code name, be sure to choose 'Like' mode below.	
Equal or Like	Yes	If your category code entered above is the exact name of a category, enter an <i>E</i> . Otherwise, if your category code is a partial one, enter an <i>L</i> . The default is <i>L</i> . If the 'Like' option is chosen, there is an assumed percent (%) at the end of the category code.	E Equal mode L Like mode
Audit or Update	Yes	Enter <i>A</i> to produce an audit report or <i>U</i> to update the database. The default is <i>U</i> .	A Audit mode U Update mode
Application Code	Yes	Enter the Application Code associated with the population selection for the category code(s) to be selected for update of the Use Indicator.	Application Inquiry (GLIAPPL)

Processing Examples

For example, assume the following set of rules exist for a given aid year:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_CANN_UG		L	R

If the process is run with parameters of “equals” and a category of “TRK_CC”, the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
checked checked	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_CANN_UG		L	R

If the process is next run with parameters of “equals” and “SAP”, the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_CANN_UG		L	R

Since there is no category that exactly matches (is equal to) “SAP”, nothing is set. If the process is instead run with parameters of “equals” and “SAP_LTR”, the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
checked	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_CANN_UG		L	R

If the process is run with parameters of “like” and “TRK”, the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
checked	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
checked	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
checked	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
checked	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_CANN_UG		L	R

Displaying Student Enrollment

The Financial Aid Enrollment form (ROAENRL) maintains Banner Financial Aid hours and displays Banner Student hours.

This form maintains **Attending Hours** by date for the student both for Financial Aid hours and **Current Hours** from registration. You can view the student's registration for the term.

When an Aid Year has been entered in the Key Block, only the terms associated with the aid year are displayed. You may only insert manual Financial Aid hours when an Aid Year has been provided.

The Aid Year in the Key Block may be left blank to view all enrollment hours for a student. When the Aid Year in the Key Block is left blank, the form acts as a query form to display the enrollment terms in descending order for the student.

If necessary, you can select the ID button or List to search for existing applicants with the Person Search form (SOAIDEN) or the Alternate ID Search form (GUIALTI).

When the **Consortium** indicator is checked, for the term and, for the student is used.

Building Rules (RORRULE)

Using Parentheses in Selection Statements

When constructing selection statements on the RORRULE form or when defining a population selection ID, it's always a good idea to surround selection statements connected with an *OR* with an open parenthesis and a closed parenthesis. This is recommended even if it appears to be unnecessary. Without the parenthesis, Banner may be forced to make assumptions on how to process the data. Be sure to enter the data in a way that Banner will know for sure how you wanted it to be processed.

Hints for RORRULE form Use

The following are suggestions for improving RORRULE performance:

- If you use RCRAPP2, 3, 4 or RCRESAR, the first rule on the simple mode form should use one of these tables to ensure that the correct join will be done behind the scenes.
- If you use RCRAPP1, 2, 3, 4 or RCRESAR, you should include the rule:

```
AND RCRAPP1_CURR_REC_IND = Y
```

It does not have to be last, but should not be first. This is done so that the rule will use the unique index on the RCRAPP1 table and not a non-unique index.

- Do not use a view as the first rule on the simple rule form. The table or view of the first rule is used to join all of the other tables. This may cause performance issues.
- If you only want to use a view as part of your rule, use one of the following as the first rule to improve performance:

```
RORSTAT_AIDY_CODE= &AIDY_CODE or RORSTAT_PIDM IS NOT NULL
```

- Before using Expert mode, create as much of the rule as possible in Simple mode and compile it. Then go to Expert mode and modify it. This will show the joins which Banner generally expects and the format of them.
- In Expert mode, use UPPER CASE.
- In Expert mode, make sure that you have at least one space following :AIDY, :PIDM and :TERM. If you just hit carriage return at the end of the line, the rule

will not work correctly in the COBOL program although it will appear to be fine when the <EXECUTE> button is pressed.

- The execute button will give you an idea about syntax errors, but does not execute exactly the way that the COBOL program will. To test grouping rules and see what is really being executed, the technical person can get the test student's PIDM, set the priority on the group to 1 on RTVPGRP and then put RORGRPS on hold on GJAPCTL.

The full rule (the grouping process selection statement plus the compiled rule) will appear in the log.

This can also be done by putting the student in a single person population selection and running RORGRPS in debug mode. Please note, however, that RORGRPS will currently hang if it hits any group without rules, so the user will need to either press Y <ENTER> several times until they get back to a prompt or <N> ENTER to exit the job at that first error.

- There are many factors when it comes to tuning. Unless you are using one of our views which uses the RORVIEW table, views must populate for the entire database before returning a single row. This is why it is inadvisable to use a view as the first rule because all joins will be performed against it. Also, to determine which index to use, Oracle reads from the bottom up. The first index which it completes is the one which it will use whether it is the desired one or not. There are many other factors as well including size of table, extents, etc. Factors related to tuning are documented in Oracle's documentation.

Student Employment Procedures

Student Employment Implementation

1. RTVRFST – Referral Status Validation form
This form maintains the various statuses of job referrals. Define all possible statuses which referral records may have.
2. RTVAUST – Authorization Status Validation form
This form maintains various statuses of work authorizations. Generally, work authorizations are used to define those students who are authorized to be paid for a specific time period and pay period. Define all possible statuses for work authorizations; indicate whether or not the status means the authorization is *Active* or *Inactive*. Examples may include statuses such as *Authorized*, *Terminated*, *Resigned*, etc.
3. RJAPLBD – Placement Basic Data form
This form stores name and address information for all locations (both on- and off-campus) that employ students. The supervisor is the name of the person responsible

for supervising the student employees at that job location. This is also the form that you use to define the placement codes.

4. RJRPLRL – Placement Rules form

This form maintains placement information regarding allocation, employee class, position, chart of account code, and organization code.

 **Note**

If you use Banner Human Resources, then the List function is available for indicating valid values for these fields. If you do not use Banner Human Resources, these fields are free-format and have no validation. It will be necessary to meet with your HR and GL colleagues to determine appropriate coding for accounting purposes. ■

5. RJRSEDR – Student Employment Default Rules form.

This form maintains information which is defaulted into student authorization records. Define the common start and end dates of authorizations, common start and end pay dates, and default authorization status.

6. RJRPAYL – Payroll Load Control form.

 **Note**

This form is necessary only when Banner Human Resources is used. ■

Identify those payrolls which are to be interfaced to the Student Employment Module. The **Payroll Year, ID, and No. can** be brought forward from the Calendar Rules form via List. Once the payroll identifiers are brought in, the only necessary field to complete is the **Term Code**. The **Term Code** is necessary so the payroll load process knows which term to post earnings to in the student's award record and in Funds Management.

7. RJRJOBT - Job Title Base Data form.

This form defines the individual job titles that you use when you refer or authorize a student for a particular job. The **Job Title Code** controls the default pay rate and eligible range of pay rates for the job title.

8. RJRJREQ - Job Title Requirements form.

Use this form to identify the job skills/levels that are required for a **Job Title Code**.

9. RJASERF - Student Employment Referral form

Complete this form for a student when he or she is referred to a job location for possible employment. (The use of this form is optional.)

10. RJASEAR - Student Employment Authorization form.

Complete this form for students that you have determined to be eligible to work at a particular job. You can automatically create this data from the Student Employment Referral form (if you completed this optional form).

11. RJASEME - Student Employment Mass Entry form. Use this form to enter payroll data if your institution does not utilize Banner Human Resources, or if you do not choose to run the process that automatically loads payroll data from the Human Resources System to Banner Financial Aid.
12. RJRLOAD - Payroll Load Process.
Use this process to interface payroll data from Banner Human Resources to Banner Financial Aid.

**Note**

You can use the Student Employment Work History form (RJISEWH) to verify a student's work history.

Algorithmic Packaging

Overview

Packaging is a fundamental activity for all Financial Aid offices in the administration of financial aid. Key to leveraging scarce financial resources to attract the targeted incoming class each year, as well as successfully supporting the enrollment management retention goals, is the ability to systematically package students according to an institution's awarding philosophy. A cornerstone of Enrollment Management, packaging should provide the ability to match the institution's awarding philosophy directly to the actual awards offered to the prospective students in order to successfully harvest the ideal class and award returning students accordingly. If an institution cannot package according to their awarding philosophy, they are forced to sacrifice their philosophy and yield rates based on the limitations of software functionality or perhaps continue to package students manually. Manual packaging is not reasonable for most institutions since it is a cumbersome process and lends itself to errors.

Algorithmic packaging allows clients to use a business rules engine to automatically package students in accordance with the institution's awarding philosophy. In addition to the algorithmic packaging business rules solution, many other changes have been made to enhance the packaging process.

Algorithmic Packaging Features

This feature is designed to facilitate the use of algorithmic packaging with the Banner Financial Aid baseline product. Forms and processes have been added or modified to provide a more complete means of automatically packaging students through the use of algorithmic packaging forms in conjunction with pre-existing Banner Financial Aid rules forms. The information that follows summarizes these features.

Algorithms

Banner Financial Aid includes an algorithmic packaging solution in the baseline product. Algorithms can be performed at the fund level in addition to the packaging group level.

Algorithmic Packaging

- Enables predictive modeling to support an institution's enrollment.
- Provides a management strategy to help an institution manage complex calculations to award the right funds to the right students.
- Allows an institution to package multiple financial aid awards based upon configurable rules and calculations that support an institution's awarding philosophies.
- Includes the functionality to allow the use of algorithms as part of the fund awarding sequence within the current packaging process.

Algorithmic Packaging Definition

End user creation of a set of ordered rules or steps for the automatic packaging of financial aid funds. The rules or steps allow the use of mathematical expressions as part of the awarding rules and logic for a particular fund within a packaging group based upon data elements within the student and/or financial aid system.

Example

Award Fund 1 with a maximum of \$1,000 and minimum of \$200 not to exceed unmet need

Award Fund 2 up to 50% of Fund 1, not to exceed unmet need

Award Fund 3 up to 25% of Fund 1 total + 25% of Fund 2 total, not to exceed unmet need

Award Fund 4 up to 70% of remaining unmet need, not to exceed the total of Fund 1

Award Fund 5 up to 100% of remaining unmet need

Note

All the rules and steps utilize the fund award rules as the overall master rule for fund eligibility. ■

forms

Algorithmic Packaging Rules form (RPRALGR)

The RPRALGR form enables you to use algorithmic packaging rules to award funds. On this form, you write SQL statements to define algorithmic packaging rules, which are arranged by rule code and sequence number.

Once you've validated the rule, you can test the rule by entering values for any substitution parameters used in the rule and execute the rule in test mode. The system uses your need analysis data in the testing of your algorithmic rules and temporarily stores the simulated results in the Temporary Packaging Need Table (RPTNEED). The results display in the **Calculated Amount** field. This allows you to verify that the rule will return the expected results when used by the Packaging Process.

Algorithmic Packaging Rule Code Validation form (RTVALGR)

The RTVALGR form enables you to define algorithmic packaging rule codes for use on the Algorithmic Packaging Rules form (RPRALGR), Packaging Rules form (RPRPCKR) and Packaging Group Fund Rules form (RPRGFND).

Packaging Functions

Using algorithms and parameters, functions include calculations based upon:

- a percentage of a fund award,
- a fixed dollar amount of a fund award
- a data value housed in the Banner system (less than, equal, greater than, not equal), and
- a value that falls within a range of values housed in the Banner system (Between).

Awarding Based on Other Funds

Using algorithms and parameters, you can limit funds to specific amounts based upon other funds, fund sources, or fund groups. Refer to the Sample Algorithmic Packaging Rules section for examples.

Award a Fund Based on a Percentage of Another Fund

You can award a fund based on a percentage of other funds within a packaging group.

Simplification of Rules Creation and Maintenance

Algorithms can be performed at the packaging group level, in addition to the fund level.

Ability to Store and Reference Internal Interim Values in Packaging Rules

The Algorithmic Packaging Rules form (RPRALGR) allows you to reference internal interim values in SQL statements. These internal interim values are created and referenced in the Temporary Packaging Need Table (RPTNEED) table. The RPTNEED table is a temporary table which temporarily stores need analysis data for use in algorithmic

packaging rules. A row is inserted into the table for each student that is processed prior to packaging the student and is deleted after the student is processed.

Packaging Simulation Options

The Packaging Process (RPEPKG) includes parameters that allow the process to:

- bypass tracking requirements during Simulated Packaging only,
- to award Pell in both Simulated and Actual mode, and
- to stop the awarding of an individual fund during simulated packaging, when that fund's available amount has been exhausted.

Related Fund Features

forms

Packaging Group Fund Category Maximums Rules form (RPRFCAT)

The Packaging Group Fund Category Maximums Rules form allows you to place fund category maximums on packaging groups.

Fund Category Validation form (RTVFCAT)

This form enables you to define fund categories for use on the Fund Base Data form (RFRBASE).

Fund Award Inquiry form (RPIFAWD)

The Fund Award Inquiry form enables you to view all students who have a particular fund for a particular aid year.

Fund Award Term Inquiry (RPIFTRM)

The Fund Award Term Inquiry form enables you to view all students with a particular fund for a particular term.

Group Fund Limits

You can use group fund limits which supersede individual fund limits.

For example, suppose a student has total need of \$10,000 and tuition of \$7,000. Fund #1 has an individual award cap of \$5,000 and Fund #2 also has a cap of \$5,000. However, Funds #1 and #2 are defined in a group, and the group rule is that total aid from all funds

in the group cannot exceed tuition. Therefore, the award from Fund #1 would be \$5,000 but Fund #2 is limited to \$2,000 because of the group cap. The remaining \$3,000 of unmet need must be met from funds outside the group.

Ability to Apply a Percentage to All the Funds in the Package as a Group

If the original unmet need or gross need is not being used throughout the packaging process, you can take a defined percentage of remaining need or gross need and award the funds so the original percentage is not exceeded. For example, if remaining need is 5,375 and the percentage of remaining need to award is 85%. The sum of the funds packaged should not exceed 4,568.

Rounding Options for Awards

The **Round Award** field on the Fund Management form (RFRMGMT) enables you to specify how you want to round the award. The RPEPKG process rounds the award down to a multiple of this amount to prevent an overaward. This field had fixed rounding amounts of 10, 25, 50, or 100. The valid values for this field are 1 – 99999.

Ability to Inactivate Fund Codes, Groups, and Rules

The **Fund Active** field on the Fund Base Data form (RFRBASE) and Create and Maintain Funds form (ROAMGMT) allows you to inactivate a fund code.

You can globally inactivate a budgeting group (RTVBGRP), packaging group (RTVPGRP), requirements tracking group (RTVTGRP), or satisfactory academic progress group (RTVSAPR).

The **Rule Active** field on the Financial Aid Selection Rule (RORRULE) form allows you to inactivate fund awarding, budget group assignment, fund disbursement, packaging group fund awarding, packaging group assignment, satisfactory academic progress and requirements tracking group rules.

Ability to Override a Fund Rule for a Specific Student

The **Fund Award Rule Override** feature on RPAAWRD and RPAAPMT allows you to override a Fund Award Rule, if one exists, for the aid year.

The **Fund Disbursement Rule Override** feature on RPAAWRD and RPAAPMT allows you to override a Fund Disbursement Rule, if one exists, for the term.

Fund Category and Fund Cross-Reference Fields for Packaging and Reporting

The **Fund Cross Reference** field enables you to cross reference IDs used for funds by another office. This field is a user-defined field with no validation.

The **Fund Category** field allows you to group fund codes by a user-defined category.

Fund Balance Roll Process (RFPFBRL)

The RFPFBRL process provides the ability to optionally roll fund balances from one aid year to the next aid year.

Ability to Display All Recipients of a Particular Fund Code by Aid Year or Term

The Fund Award Inquiry form (RPIFAWD) enables you to view all students who have a particular fund for a particular aid year.

The Fund Award Term Inquiry form (RPIFTRM) enables you to view all students with a particular fund for a particular term.

Sample Algorithmic Packaging Rules

The examples that follow demonstrate how you might use the Algorithmic Packaging Rules form (RPRALGR) to set up business rules for your institution.

Refer to Banner Online Help for detailed form and field information.

Example 1 - Institutional Grant with Amounts Based on GPA and IM EFC Ranges

The following information provides an example of the calculation of an institutional grant with amounts based on GPA and IM EFC ranges.

The rule uses three mutually exclusive sequences to award \$5000 to the student if their EFC is <10,000 and their GPA is at least 4.0, \$2500 if their EFC is <10,000 and GPA is at least 3.5, and \$1500 if their EFC is <10,000 and their GPA is at least 3.0. Subsequent sequences are evaluated only if the prior sequences fail.

This example uses the Temporary Packaging Table (RPTNEED). The RPTNEED table is populated for a financial aid recipient by the Packaging Process (RPEPCKG) prior to packaging the student. Any row created on this table is inserted for a student, used, and then deleted. The table is also populated when you use the Test Rule button on the Algorithmic Packaging Rules form (RPRALGR).

The `f_get_gpa` function is for illustrative purposes only. This function is not a SunGard Higher Education-delivered function; the `f_get_gpa` function illustrates the use of a client-created function within the rules.

Field	Value
Rule	GPA_EFC_RULE
Sequence	1
SQL Statement	<pre>SELECT 5000 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_IM_EFC < 10,000) AND f_get_gpa(:AIDY, :PIDM) >= 4.0</pre>

Field	Value
Rule	GPA_EFC_RULE
Sequence	2
SQL Statement	<pre>SELECT 2500 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_IM_EFC < 10,000) AND f_get_gpa(:AIDY, :PIDM) >= 3.5</pre>

Field	Value
Rule	GPA_EFC_RULE

Field	Value
Sequence	3
SQL Statement	<pre> SELECT 1500 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_IM_EFC < 10,000) AND f_get_gpa(:AIDY, :PIDM) >= 3.0 </pre>

Example 2 - SEOG Award Calculation Based on Pell Award Amounts for the Year

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes you use a single fund code for all Pell awards.

In this example, \$2000 is awarded for SEOG when the student's Pell award is less than or equal to \$4300 but more than \$3000; \$1500 SEOG is awarded when the Pell award is less than or equal to \$3000 but more than \$1500; and \$1000 SEOG is awarded when the Pell award is less than or equal to \$1500 but greater than 0.

Field	Value
Rule	SEOG_CALC_1
Sequence	1
SQL Statement	<pre> SELECT 2000 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPRAWRD WHERE RPRAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_OFFER_AMT <= 4310 AND RPRAWRD_OFFER_AMT > 3000 AND RPRAWRD_FUND_CODE = 'PELL') </pre>

Field	Value
Rule	SEOG_CALC_1
Sequence	2
SQL Statement	<pre> SELECT 1500 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPWARD WHERE RPWARD_AIDY_CODE = :AIDY AND RPWARD_PIDM = :PIDM AND RPWARD_OFFER_AMT <= 3000 AND RPWARD_OFFER_AMT > 1500 AND RPWARD_FUND_CODE = 'PELL') </pre>

Field	Value
Rule	SEOG_CALC_1
Sequence	3
SQL Statement	<pre> SELECT 1000 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPWARD WHERE RPWARD_AIDY_CODE = :AIDY AND RPWARD_PIDM = :PIDM AND RPWARD_OFFER_AMT <= 1500 AND RPWARD_OFFER_AMT > 0 AND RPWARD_FUND_CODE = 'PELL') </pre>

Example 3 - SEOG Award Calculation Based on Pell Award Amounts for the Year while using Baseline Database Functions

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year.

This example is similar to Example 2 but uses baseline database functions delivered with Banner Financial Aid. This example uses the Temporary Packaging Table (RPTNEED). Inserts to the RPTNEED table are done automatically by the RPEPCKG process during packaging. During that insert, the Simulate Switch (RPTNEED_SIMULATE_SW) is set - depending on whether you are performing Actual or Simulated packaging. The Simulate Switch indicates whether or not this row was created during simulated packaging.

This allows you to write an algorithmic rule that is based on the RPRAWRD Award table during Actual packaging, and based on the RPTAWRD Temporary Award table during Simulated packaging. The f_get_fund_offer function uses the RPTNEED_SIMULATE_SW to determine which table to use for the calculation.

Field	Value
Rule	SEOG_CALC_2
Sequence	1
SQL Statement	<pre> SELECT 2000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpka1gr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 4310 AND rpka1gr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 3000 </pre>

Field	Value
Rule	SEOG_CALC_2

Field	Value
Sequence	2
SQL Statement	<pre> SELECT 2000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpka1gr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 3000 AND rpka1gr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 1500 </pre>

Field	Value
Rule	SEOG_CALC_2
Sequence	3
SQL Statement	<pre> SELECT 1000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpka1gr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 1500 AND rpka1gr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 0 </pre>

Example 4 - SEOG Award Calculation Based on Pell Award Amounts for the Year while using Multiple Pell Fund Codes

This example creates a rule for a fund which is based on the total award for a federal fund ID for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes the institution uses multiple Pell fund codes.

In this example, \$2000 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between \$3001 and \$4310; \$1500 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between \$1501 and \$3000; \$1000 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between \$1 and \$1500.

Field	Value
Rule	SEOG_CALC_3

Field	Value
Sequence	1
SQL Statement	<pre> SELECT 2000 FROM DUAL WHERE (SELECT SUM(NVL(RPAWRD_OFFER_AMT,0) FROM RPAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPAWRD_PIDM = :PIDM AND RPAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) <= 4310 AND (SELECT SUM(NVL(RPAWRD_OFFER_AMT,0) FROM RPAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPAWRD_PIDM = :PIDM AND RPAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) > 3000 </pre>

Field	Value
Rule	SEOG_CALC_3

Field	Value
Sequence	2
SQL Statement	<pre> SELECT 1500 FROM DUAL WHERE (SELECT SUM(NVL(RPAWRD_OFFER_AMT,0) FROM RPAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPAWRD_PIDM = :PIDM AND RPAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) <= 3000 AND (SELECT SUM(NVL(RPAWRD_OFFER_AMT,0) FROM RPAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPAWRD_PIDM = :PIDM AND RPAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) > 1500 </pre>

Field	Value
Rule	SEOG_CALC_3

Field	Value
Sequence	3
SQL Statement	<pre> SELECT 1000 FROM DUAL WHERE (SELECT SUM(NVL(RPAWRD_OFFER_AMT,0)) FROM RPAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPAWRD_PIDM = :PIDM AND RPAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) <= 1500 AND (SELECT SUM(NVL(RPAWRD_OFFER_AMT,0)) FROM RPAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPAWRD_PIDM = :PIDM AND RPAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) > 0 </pre>

Example 5 - SEOG Award Calculation Based on Pell Award Amounts for the Year while using Multiple Pell Fund Codes and while using Baseline Database Functions

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes you use multiple Pell fund codes.

This example is similar to Example 4 but uses baseline database functions delivered with Banner Financial Aid. This example uses the Temporary Packaging Table (RPTNEED). Inserts to the RPTNEED table are done automatically by the RPEPCKG process during packaging. During that insert, the Simulate Switch (RPTNEED_SIMULATE_SW) is set - depending on whether you are performing Actual or Simulated packaging. The Simulate Switch indicates whether or not this row was created during simulated packaging.

This allows you to write an algorithmic rule that is based on the RPROWRD Award table during Actual packaging, and based on the RPTAWRD Temporary Award table during Simulated packaging. The `f_get_ffid_offer` function uses the `RPTNEED_SIMULATE_SW` to determine which table to use for the calculation.

Field	Value
Rule	SEOG_CALC_4
Sequence	1
SQL Statement	<pre> SELECT 2000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkaigr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 4310 AND rpkaigr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 3000 </pre>

Field	Value
Rule	SEOG_CALC_4

Field	Value
Sequence	2
SQL Statement	<pre> SELECT 1500 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpka1gr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 3000 AND rpka1gr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 1500 </pre>

Field	Value
Rule	SEOG_CALC_4
Sequence	3
SQL Statement	<pre> SELECT 1000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpka1gr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 1500 AND rpka1gr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 0 </pre>

Example 6 - Calculating Perkins Loans as a Percentage of Pell

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, this rule calculates a Perkins Loan as a percentage of Pell.

In this example, Perkins would be awarded for 75% of the student's Pell award if the student's Pell award was between \$3001 and \$4310; 50% of the student's Pell award if the student's Pell award was between \$1501 and \$3000; 25% of the student's Pell award if the student's Pell award was between \$1 and \$1500.

Field	Value
Rule	PERK_CALC
Sequence	1
SQL Statement	<pre>SELECT .75 * rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 4310 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 3000</pre>

Field	Value
Rule	PERK_CALC
Sequence	2
SQL Statement	<pre> SELECT .50 * rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 3000 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 1500 </pre>

Field	Value
Rule	PERK_CALC

Field	Value
Sequence	3
SQL Statement	<pre> SELECT .25 * rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 1500 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 0 </pre>

Example 7 - Calculation for a State Fund which has a Range of Offer Amounts Based on a Percentage of Need and Various Ranges of Cost of Attendance and EFC

This case illustrates how you create a rule for a fund which has a range of offer amounts based on a percentage of need and various ranges of Cost of Attendance and EFC. In this example, the rule also has defined minimum and maximum amounts. If the calculated award falls below the minimum amount defined for the rule, no award is made. If the calculated award is greater than the maximum amount defined for the rule, the maximum amount is awarded, rather than the calculated amount.

In this example, the student would receive a State grant of 47% of their unmet need at the time the packaging process begins (minimum of \$500 and maximum of \$4300) if the EFC is between \$1 and \$4000 and their Budget is between \$18001 and \$24000; 37% of their unmet need at the time the packaging process begins (minimum of \$500 and maximum of \$4300) if the EFC is between \$4001 and \$6000 and their Budget is between \$18001 and \$24000; 27% of their unmet need at the time the packaging process begins (minimum of \$500 and maximum of \$4300) if the EFC is greater than \$6000 and their Budget is between \$18001 and \$24000; 47% of their unmet need at the time the packaging process

begins (minimum of \$500 and maximum of \$4700) if the EFC is between \$1 and \$4000 and their Budget is between \$24001 and \$26000; 37% of their unmet need at the time the packaging process begins (minimum of \$500 and maximum of \$4700) if the EFC is between \$4001 and \$6000 and their Budget is between \$24001 and \$26000; 27% of their unmet need at the time the packaging process begins (minimum of \$500 and maximum of \$4700) if the EFC is greater than \$6000 and their Budget is between \$24001 and \$26000.

Also note in this example that the RPTNEED table has several Unmet Need Amount columns. This example uses the `RPTNEED_BEG_UNMET_NEED_AMT` column. (The beginning value of the student's FM unmet need when the packaging process is run.) This number is calculated when the packaging process starts processing a student, and remains fixed. So the resulting calculated amount will be the same regardless of what priority the `STATE_CALC_1` fund has in the packaging group. If the rule had used `RPTNEED_UNMET_NEED_AMT`, the resulting calculated amount would differ, depending on which funds and amounts were awarded to the student during the packaging process before the `STATE_CALC_1` rule was executed.

Note

To keep algorithmic rules as simple as possible, only conditions which determine the actual amount of an award should be included in algorithmic rules. Conditions which determine the overall eligibility of the student for an award should continue to be defined on the Financial Aid Selection Rules form (RORRULE).

For example, suppose an institution has a state grant which requires that the student actually reside in the state. The residency condition could be defined as a Fund Awarding rule on the RORRULE form, since it isn't actually required to determine the amount of the award. (See state grant Example 7 below).

Another institution may have a grant program which awards larger amounts for in-state students. The residency condition would need to be included in the algorithmic rule which calculates the amount of the grant. (See state grant Example 8 below). ■

Field	Value
Rule	STATE_CALC_1
Sequence	1

Field	Value
SQL Statement	<pre>SELECT .47 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 0 AND RPTNEED_FM_EFC_AMT <= 4000 AND RPTNEED_BUDGET_AMOUNT >= 18001 AND RPTNEED_BUDGET_AMOUNT <= 24000</pre>
Award Minimum	500
Award Maximum	4300

Field	Value
Rule	STATE_CALC_1
Sequence	2
SQL Statement	<pre>SELECT .37 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 4000 AND RPTNEED_FM_EFC_AMT <= 6000 AND RPTNEED_BUDGET_AMOUNT >= 18001 AND RPTNEED_BUDGET_AMOUNT <= 24000</pre>
Award Minimum	500
Award Maximum	4300

Field	Value
Rule	STATE_CALC_1
Sequence	3

Field	Value
SQL Statement	<pre> SELECT .27 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 6000 AND RPTNEED_BUDGET_AMOUNT >= 18001 AND RPTNEED_BUDGET_AMOUNT <= 24000 </pre>
Award Minimum	500
Award Maximum	4300

Field	Value
Rule	STATE_CALC_1
Sequence	4
SQL Statement	<pre> SELECT .47 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 0 AND RPTNEED_FM_EFC_AMT <= 4000 AND RPTNEED_BUDGET_AMOUNT > 24000 AND RPTNEED_BUDGET_AMOUNT <= 26000 </pre>
Award Minimum	500
Award Maximum	4700

Field	Value
Rule	STATE_CALC_1
Sequence	5

Field	Value
SQL Statement	<pre>SELECT .37 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 4000 AND RPTNEED_FM_EFC_AMT <= 6000 AND RPTNEED_BUDGET_AMOUNT > 24000 AND RPTNEED_BUDGET_AMOUNT <= 26000</pre>
Award Minimum	500
Award Maximum	4700

Field	Value
Rule	STATE_CALC_1
Sequence	6
SQL Statement	<pre>SELECT .27 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 6000 AND RPTNEED_BUDGET_AMOUNT > 24000 AND RPTNEED_BUDGET_AMOUNT <= 26000</pre>
Award Minimum	500
Award Maximum	4700

Example 8 - Calculation for a State Fund which has a Range of Offer Amounts Based on EFC and Whether a Student is In-State or Out-of-State

This case illustrates how you create a rule for a fund which has a range of offer amounts based on EFC and whether a student is in-state or out-of-state. (Assume the institution is in Illinois.)

In this example, the student would be awarded a State grant for \$2000 if their FM EFC amount was \$5000 or less and their state of residence was Illinois; \$1000 if their FM EFC amount was \$5000 or less and their state of residence was not Illinois.

Field	Value
Rule	STATE_CALC_2
Sequence	1
SQL Statement	<pre>SELECT 2000 FROM RPTNEED, RCRAPP1 WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT <= 5000 AND RCRAPP1_STAT_CODE = 'IL' AND RCRAPP1_AIDY_CODE = RPTNEED_AIDY_CODE AND RCRAPP1_PIDM = RPTNEED_PIDM AND RCRAPP1_CURR_REC_IND = 'Y'</pre>

Field	Value
Rule	STATE_CALC_2

Field	Value
Sequence	2
SQL Statement	<pre> SELECT 1000 FROM RPTNEED, RCRAPP1 WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT <= 5000 AND RCRAPP1_STAT_CODE <> 'IL' AND RCRAPP1_AIDY_CODE = RPTNEED_AIDY_CODE AND RCRAPP1_PIDM = RPTNEED_PIDM AND RCRAPP1_CURR_REC_IND = 'Y' </pre>

Example 9 - Calculate an Equity Packaging Amount Based on Both Gross Need and Budget

The preceding examples are all rules that might be defined for use on the Packaging Group Fund Rules form (RPRGFND) to calculate award amounts for individual funds. You can also define rules which you can use on the Default Packaging Rules form (RPRDEFR) and the Packaging Rules form (RPRPCKR) to give additional flexibility in defining GAP, Equity, and Self-Service amounts. In the past, you could only define fixed Amounts, Percent of Budget, or Percent of Gross Need on those forms. You can now use an algorithmic rule for more complex calculations as in the following example.

If this rule was used on RPRPCKR, the equity level for the packaging group would be as follows: 50% of FM gross need if FM gross need was greater than \$5000 and the budget \$10000 or greater; 40% of FM gross need if FM gross need was greater than \$5000 and the budget was less \$10000; 30% of FM gross need if FM gross need was \$5000 or less and the budget was greater than \$10000; 20% of FM gross need if FM gross need was \$5000 or less and the budget was \$10000 or less. This would set the overall equity level for the student in a particular packaging group so any equity funds defined on RPRGFND would not exceed these totals. Also, in this example, if the institution has used an algorithmic rule on RPRGFND for one of the equity funds, the rule on RPRPCKR is processed first then any rules on RPRGFND are processed.

Field	Value
Rule	EQUITY_CALC

Field	Value
Sequence	1
SQL Statement	<pre> SELECT .50 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT > 5000 AND RPTNEED_BUDGET_AMOUNT > 10000 </pre>

Field	Value
Rule	EQUITY_CALC
Sequence	2
SQL Statement	<pre> SELECT .40 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT > 5000 AND RPTNEED_BUDGET_AMOUNT <= 10000 </pre>

Field	Value
Rule	EQUITY_CALC
Sequence	3
SQL Statement	<pre> SELECT .30 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT <= 5000 AND RPTNEED_BUDGET_AMOUNT > 10000 </pre>

Field	Value
Rule	EQUITY_CALC
Sequence	4
SQL Statement	<pre>SELECT .20 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT <= 5000 AND RPTNEED_BUDGET_AMOUNT <= 10000</pre>

Columns Defined on the Temporary Packaging Need Table (RPTNEED)

The Temporary Packaging Table (RPTNEED) is populated for a financial aid recipient by the Packaging Process (RPEPKG) prior to packaging the student. Any row created on this table is inserted for a student, used, and then deleted. The table is also populated when you use the Test Rule button on the Algorithmic Packaging Rules form (RPRALGR).

Column Name	Comment
RPTNEED_AIDY_CODE	AID YEAR CODE: The aid year associated with the need data.
RPTNEED_PIDM	PIDM: The internal system generated student identification number.
RPTNEED_SIMULATE_SW (See note below regarding this column)	SIMULATE SWITCH: Indicates whether or not this row was created during simulated packaging.
RPTNEED_BUDGET_AMOUNT	BUDGET AMOUNT: The amount of the student's cost of attendance.
RPTNEED_RESOURCE_AMOUNT	RESOURCE AMOUNT: The total amount of outside resources used in the applicant's need calculation.
RPTNEED_REPLACE_EFC_AMT	REPLACE EFC AMOUNT: The total amount of the student's awards used to replace the expected family contribution.

Column Name	Comment
RPTNEED_REDUCE_NEED_AMT	REDUCE NEED AMOUNT: The total amount of the student's awards used towards gross need.
RPTNEED_EFC_IND	EFC INDICATOR: The expected family contribution (EFC) to be used in the calculation of need. An "F" indicates FM EFC will be used. An "I" indicates IM EFC will be used.
RPTNEED_EFC_AMT	EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC).
RPTNEED_FM_EFC_AMT	FM EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC) using federal methodology (FM).
RPTNEED_GROSS_NEED_AMT	GROSS NEED: The gross need of the applicant defined as budget minus expected family contribution (EFC), minus resources.
RPTNEED_EXCESS_EFC_AMT	EXCESS EFC: The total amount of the student's awards which are designated as replacing EFC but instead are used to reduce need.
RPTNEED_UNMET_NEED_AMT	UNMET NEED: The student's unmet need which is the gross need minus any awards.
RPTNEED_IM_EFC_AMT	IM EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC) using institutional methodology (IM).
RPTNEED_IM_GROSS_NEED_AMT	IM GROSS NEED: The gross need of the applicant defined as budget minus IM expected family contribution (EFC), minus resources.
RPTNEED_IM_UNMET_NEED_AMT	IM UNMET NEED: The student's unmet need which is the IM gross need minus any awards.
RPTNEED_BEG_UNMET_NEED_AMT	UNMET NEED: The beginning value of the student's FM unmet need when the packaging process is run.
RPTNEED_BEG_IM_UNMET_NEED_AMT	IM UNMET NEED: The beginning value of the student's IM unmet need when the packaging process is run.

RPTNEED_SIMULATE_SW Column

The RPTNEED_SIMULATE_SW column is populated dynamically based on whether RPEPCKG is run in *A* (Actual) or *S* (Simulated) mode. If run in *A* (Actual), the value is *N*. If run in *S* (Simulated), the value is *Y*. When using functions, you can use the RPTNEED_SIMULATE_SW so the packaging process can look at the RPRAWRD (permanent) or RPTAWRD (temporary) tables.

The example below demonstrates how to utilize this column in a rule.

```
Select 1500 from RPTNEED
Where RPTNEED_AIDY_CODE = :aidy
      and RPTNEED_PIDM = :pidm
      and RPKALGR.F_GET_FUND_OFFER
          (:AIDY,:PIDM,'PELL',RPTNEED_SIMULATE_SW) <4310
```

When RPEPCKG is run in *A* (Actual), the packaging process examines the permanent tables to obtain the Pell value (this assumes that the Calculate Pell Award parameter is set to *Y* or Pell has already been awarded).

When RPEPCKG is run in *S* (Simulated), the packaging process looks at the temporary tables to obtain the Pell value (this also assumes that the Calculate Pell Award parameter is set to *Y*).

Examples 3, 5 and 6 in the *Sample Algorithmic Packaging Rules* section also demonstrate how this switch can be utilized in rules.



Warning

SunGard Higher Education recommends that you do not use RPTNEED_SIMULATE_SW = 'Y' as a hard-coded value in a rule since inaccurate results could occur if you are packaging in Actual Mode and the temporary tables are not available, or have different values than that which is in the permanent tables. ■

New Functions Defined in the rpkalgr Package

The following section lists the new functions defined in the rpkalgr package that you can use in algorithmic packaging rules.

F_GET_FUND_OFFER

Function to calculate award offer amounts for an aid year, student, and fund code.

```
f_get_fund_offer
( p_aidy_code,
  p_pidm,
```

```
p_fund_code,  
p_simulate_sw)
```

F_GET_FFID_OFFER

Function to calculate award offer amounts total for an aid year, student, and federal fund ID.

```
f_get_ffid_offer  
  
    ( p_aidy_code,  
      p_pidm,  
      p_fed_fund_id,  
      p_simulate_sw)
```

F_GET_PRIOR_YEAR_FUND_OFFER

Function to calculate prior year award offer amounts for an aid year, student, and fund code. (The p_aidy_code value is the current year.)

```
f_get_prior_year_fund_offer  
  
    ( p_aidy_code,  
      p_pidm,  
      p_fund_code)
```

F_GET_PRIOR_YEAR_FFID_OFFER

Function to calculate prior year award offer amounts total for an aid year, student, and federal fund id.

```
f_get_prior_year_ffid_offer  
  
    ( p_aidy_code,  
      p_pidm,  
      p_fed_fund_id)
```

COD ACG, SMART and TEACH Calculation

This section addresses the calculation of load-based ACG, SMART and TEACH awards introduced for the 2009-2010 award year. The processing is modeled in a similar way to the existing Pell Grant calculations.

In order to accomplish this, much of the existing rules data set up to support Pell processing is used for ACG, SMART and TEACH awards. Pell Packaging Options on the Packaging Options Form (RPROPTS) which were previously used exclusively for Pell award and disbursement calculations are now also used to calculate award and disbursement amounts for ACG, SMART, and TEACH awards.

Pell Award Percent values found on the Fund Award and Disbursement Schedule Rules Form (RFRASCH) and the Default Award and Disbursement Schedule Rules Form (RFRDEFA) are now also used in the calculation of ACG, SMART and TEACH awards.

Note

Prior to the 2009-2010 aid year, ACG, SMART, and TEACH awards could not be calculated based on term load values. They were packaged by RPEPCKG and could be added and updated on the award forms just like any other fund.

Starting with the 2009-2010 aid year, the term awards can be calculated and disbursed based on a variety of award and disbursement load options from the RPROPTS form, similar to the way in which Pell awards have been calculated. In order to accomplish this, a new database package (RPK_GRANT_CALC) has been created, and will be used by the Packaging Process (RPEPCKG) in order to calculate ACG, SMART and TEACH awards. In addition, a new Grant Calculation Process (RPRGRNT) has been created and may be used to calculate these awards outside of the packaging process.

SunGard Higher Education strongly recommends that you use the RPEPCKG and RPRGRNT processes to calculate ACG, SMART and TEACH awards starting with the 2009-2010 aid year. Creating, updating, or rescheduling of these awards from the Award Maintenance windows of Award Maintenance (RPAAWRD), Package Maintenance (RPAAPMT), and Mass Offer (RPAMOFF) forms, or the creation or updating of these awards from the Batch Posting (RORBPST) process will not be prevented; however, these forms and processes will bypass the new term load calculations and use the standard Default Award Schedule (RFRDEFA) rules and Fund Award Schedule (RFRASCH) rules without regard to term load values, and may give unexpected results. ■

Calculations

If the award option is not set on the Grant Options window of the Packaging Options Form (RPROPTS), the calculation uses the values from the Packaging Options window of RPROPTS. If the disbursement options are not set on the Grant Options window of RPROPTS, the calculation uses the disbursement option from the Enrollment Cutoff Date Rules window of RPROPTS. If disbursement options are not set on the Enrollment Cutoff Date Rules window, the calculation uses the default Disbursement Options from the Packaging Options window of RPROPTS.

The following is an overview of how the calculations are performed.

- The new `RPK_GRANT_CALC` package calculates the correct ACG, SMART or TEACH grant award for each term based on the student's load (as defined on RPROPTS) and the Grant Percentages as defined on RFRDEFA/RFRASCH. This new package is used by Auto Packaging (RPEPKG), the new RPRGRNT Process, and Disbursement (RPEDISB).

- You can still enter ACG, SMART and TEACH awards manually on the award forms. This allows for the use of the award overrides, if needed.

When you enter awards manually, the new `RPK_GRANT_CALC` package is not used. Instead, award validation that uses the normal award percentages on RFRDEFA/RFRASCH is used. This functionality is the same as before this enhancement.

- Batch Posting of ACG, SMART and TEACH awards is allowed.

However, just as with manual awards, Batch Posting does not use the `RPK_GRANT_CALC` package and instead awards using the normal award percentages on RFRDEFA/RFRASCH. This functionality is the same as before this enhancement.

- Since the `RPK_GRANT_CALC` is used by the Disbursement Process (RPEDISB), these awards are recalculated at the time of disbursement - regardless of the method used to award the funds. This ensures that a student is not overpaid for any term of enrollment.
- You can use the Award and Term Locks on the award forms in the same way as you can for Pell. This allows you to make changes to awards for a term and lock the awards so that the awards are not recalculated at the time of disbursement.

Examples

Below are some examples of how ACG, SMART and TEACH are calculated based on the changes in this enhancement.

Student packaged full-time, enrolled $\frac{3}{4}$ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time ACG1 for both Fall and Spring terms.

At the time of disbursement for the Fall term, the student is only enrolled $\frac{3}{4}$ time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and only disburses a $\frac{3}{4}$ amount for the term.

Student packaged full-time, enrolled $< \frac{1}{2}$ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time ACG1 for both Fall and Spring terms.

At the time of disbursement for the Fall term, the student is only enrolled $< \frac{1}{2}$ time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS which is 0. No disbursement is made for the term.

Student packaged $\frac{3}{4}$ time, enrolled full-time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded $\frac{3}{4}$ time ACG1 for both Fall and Spring terms.

At the time of disbursement for Fall term, the student is actually enrolled full-time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and disburses a full-time amount for the term.

Note

The award is not increased, only the disbursement is increased. Award increases must be made by either running RPRGRNT or manually updating the award. ■

Student receiving more than one TEACH grant scheduled award within the aid year

Student is packaged with TCHU1 full-time for Fall and Spring.

Institution knows that the student will also be enrolled full-time for the summer term.

On the award form, you can manually add TCHU2 and use the Federal Limits Override to award the proper amount for the second scheduled TEACH award for the aid year. This override must be updated on both the TCHU1 and TCHU2 fund codes.

Note

Adjustments must be made on the term window to ensure the proper amount is associated with the summer term. ■

Student with prior enrollment and payments

Student received \$200 in ACG1 at a prior institution.

The student is anticipating full-time enrollment at your institution.

The student is auto-packaged.

Based on the calculations in the `RPK_GRANT_CALC` package, the student is awarded \$375 for the Fall term, and \$175 for the Spring term.

Student that received all Pell payments for the aid year at another institution

NSLDS shows all Pell eligibility has been paid for the aid year at another institution.

ACG1 can be awarded manually on the award form using the No Pell award override.

Note

Adjustments must be made on the term window to ensure the proper amount is associated with the term(s). ■

ACG1 is Batch Posted to a student using the F batch posting type

Warning

This method is not recommended for ACG, SMART, and TEACH grants. ■

Student passes award validation and ACG1 is added to the student's award.

Note

Adjustments must be made on the term window to ensure the proper amount is associated with the term(s). ■

When Disbursement is run, the `RPK_GRANT_CALC` package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

ACG1 is Batch Posted to a student using FN batch posting type

Warning

This method is not recommended for ACG, SMART, and TEACH grants. ■

Award validation is not used, so the ACG1 is added to the student's award.

 **Note**

Adjustments must be made on the term window to ensure the proper amount is associated with the term(s). ■

 **Note**

The award must be reviewed to ensure that the student is actually eligible for the award. ■

When Disbursement is run, the RPK_GRANT_CALC package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

Student in a 150% aid period

Student is awarded 50% of ACG1 in the Fall term, 50% of ACG1 in the Spring Term, and 0% in the Summer term as all of ACG1 has been awarded.

Student in a 50% aid period

Student is only awarded 50% of ACG1 as that is the maximum for the aid period.

Awards are locked on the term window

Locks are treated by Disbursement just as the locks are for Pell.

If the award lock is *Y*, the fund pays for the term being disbursed, regardless of any recalculation by the RPK_GRANT_CALC package.

If the award lock is *E*, the fund is recalculated for the term being disbursed, but only for the lower enrollment.

If the term lock is *Y*, the fund pays for the locked term, regardless of any recalculation by the RPK_GRANT_CALC package. Any additional terms will not be affected by the lock.

If the term lock is *E*, the fund is recalculated for the locked term, but only for the lower enrollment. Any additional terms are not affected by the lock.

Additional Examples

For the remaining examples, assume the student is in a Fall, Spring, Summer aid period and there are no other factors such as prior school awards affecting the Banner award. Also assume the following values on RPROPTS, RFRDEFA/RFRASCH, RNANA10, and ROAENRL:

RPROPTS

Grant Award Enrollment Option is I (Estimated ISIR / FAFSA enrl) for all terms

Grant Disbursement Enrollment Option is A (Adjusted hours) for all terms

RFRDEFA/RFRASCH

Term	Award Percent	Grant Award Percent
Fall	50	50
Spring	50	50
Summer	0	50

RNANA10

Student's Expected Enrollment Status is 1 (Full Time)

Student's Expected Term Enrollment Status

- Fall 2 (3/4 time)
- Spring 2 (3/4 time)
- Summer 2 (3/4 time)

ROAENRL

Financial Aid Adjusted Hours

- Fall 6 (1/2 time)
- Spring 6 (1/2 time)
- Summer 12 (Full Time)

Manually enter a \$4000 SMART award on RPAAWRD (Not Recommended)

The RPAAWRD form will not use the new `rpk_grant_calc` database package, which calculates grants based on term load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full \$4000, with term amounts as follows:

Fall \$2000 (FT Expected Enrollment, 50% Award Percent)

Spring\$2000(FT Expected Enrollment, 50% Award Percent)

Summer\$0 (FT Expected Enrollment, 0% Award Percent)

Batch Post a \$4000 SMART award using RORBPST (Not Recommended)

The RPAAWRD form will not use the new `rpk_grant_calc` database package, which calculates grants based on term load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full \$4000, with term amounts as follows:

Fall\$2000(FT Expected Enrollment, 50% Award Percent)

Spring\$2000(FT Expected Enrollment, 50% Award Percent)

Summer\$0 (FT Expected Enrollment, 0% Award Percent)

Use the RPEPCKG or RPRGRNT process to calculate the SMART award (Recommended)

The `rpk_grant_calc` package will calculate the SMART grant by term, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each term,

The award will be calculated as \$4000, with term amounts as follows:

Fall \$1500(3/4 time ISIR enrollment, 50% Grant Award Percent)

Spring\$1500(3/4 time ISIR enrollment, 50% Grant Award Percent)

Summer\$1000(3/4 time, 50% Grant Award Percent, remaining amount)

Use the RPAAWRD Reschedule Indicator to reschedule the terms when aid period did not change (Not Recommended)

Assume the existing award is \$4000, and had been calculated by RPEPCKG as:

Fall \$1500

Spring\$1500

Summer\$1000

The form will not use the new `rpk_grant_calc` database package which calculates grants based on term load and will not use the RPROPTS Grant Award Enrollment options.

The award is rescheduled based on `RFRDEFA_AWARD_PCT` or `RFRASCH_AWARD_PCT`.

Fall\$2000

Spring\$2000

Summer\$0

Use the RPAAWRD Reschedule Indicator to reschedule the terms when aid period changed (Not Recommended).

Assume the existing award is \$3000 FA/SPR and had been calculated by RPEPCKG using the new `rpk_grant_calc` package and ISIR Term expected enrollment as:

Fall \$1500

Spring\$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 ($\frac{3}{4}$ time). RPAAWRD reschedules the award based on `RFRDEFA_AWARD_PCT` or `RFRASCH_AWARD_PCT`.

Fall\$2000

Spring\$2000

Summer\$0

Use the RPRGRNT process to recalculate the award when aid period changed (Recommended).

Assume the existing award is \$3000 FA/SPR and had been calculated by RPEPCKG using the new `rpk_grant_calc` package and ISIR Term expected enrollment as:

Fall \$1500

Spring\$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 ($\frac{3}{4}$ time). RPRGRNT reschedules the award using the `rpk_grant_calc` package and calculates the SMART grant by term, based on RPROPTS Grant Award Enrollment Options, `RFRDEFA/RFRASCH` Grant Award Percent values, and the student enrollment load for each term,

Fall\$1500

Spring\$1500

Summer\$1000

Use the RPRGRNT process to recalculate the award when aid period changed (Recommended).

Assume existing award is \$3000 FA/SPR, and had been calculated by RPEPCKG using the new rpk_grant_calc package and ISIR Term expected enrollment as:

Fall \$1500

Spring\$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 ($\frac{3}{4}$ time). Assume by the time this occurred, the school had chosen to change the RPROPTS Grant Award Enrollment Percent values to *A* (Adjusted hours). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the SMART grant by term, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each term,

Fall\$1000 (based on $\frac{1}{2}$ time Adjusted hours)

Spring\$1000 (based on $\frac{1}{2}$ time Adjusted hours)

Summer\$2000 (based on Full Time Adjusted hours)

Disbursement

Assuming the RPROPTS Grant Award Disbursement Percent values were also set to *A* (Adjusted hours) for all terms, the student would be paid the same amounts as were awarded:

Fall\$1000 (based on $\frac{1}{2}$ time Adjusted hours)

Spring\$1000 (based on $\frac{1}{2}$ time Adjusted hours)

Summer\$2000 (based on Full Time Adjusted hours)

Use the RPRGRNT process to recalculate the award when the aid period changed (Recommended).

Assume the existing award is \$3000 FA/SPR, and had been calculated by RPEPCKG using the new rpk_grant_calc package and ISIR Term expected enrollment as:

Fall \$1500

Spring\$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 ($\frac{3}{4}$ time). Assume at the time this occurred, the school had not changed the RPROPTS Grant Award Enrollment Percent values. They are still set to *I* (ISIR Expected Term Enrollment). RPRGRNT reschedules the award using the `rpk_grant_calc` package and calculates the SMART grant by term, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each term:

Fall\$1500 (based on $\frac{3}{4}$ ISIR Term Expected enrollment)

Spring\$1500 (based on $\frac{3}{4}$ ISIR Term Expected enrollment)

Summer\$1000 (based on $\frac{3}{4}$ ISIR Term enrollment and remaining amount)

Disbursement

Assuming the RPROPTS Grant Award Disbursement Percent values are set to *A* (Adjusted hours) for all terms, the student is paid based on the setting on RPROPTS for **Pay Pell if Disbursement Amount Differs from Award Amount**.

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is *A* (Always Disburse):

Fall\$1000 (based on $\frac{1}{2}$ time Adjusted hours)

Spring\$1000 (based on $\frac{1}{2}$ time Adjusted hours)

Summer\$2000 (based on Full Time Adjusted hours)

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is *L* (Lesser Amount):

Fall\$1000 (Lesser of 1500 award and 1000 calculated disbursement)

Spring\$1000 (Lesser of 1500 award and 1000 calculated disbursement)

Summer\$1000 (Lesser of 1000 award and 2000 calculated disbursement)

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is *N* (Never Disburse):

Fall\$0 (1500 award amount differs from 1000 calculated disbursement)

Spring\$0 (1500 award amount differs from 1000 calculated disbursement)

Summer\$0 (1000 award amount differs from 2000 calculated disbursement)

Scholarship and Athletics Processing by Term

You can count scholarships by term and define how many terms a student can receive a scholarship. Use the Scholarship Term Information form (RPASTRM) to view the maximum terms, amount paid, loss of eligibility, and remaining terms of eligibility. This form displays all terms for which the student received the scholarship.

Use the Donor/Scholarship Demographics form (RFADSCD) to provide you with a place to capture the following donor and scholarship information.

Donor Information

- Donor ID and Name
- Anonymous
- Primary Donor
- Grades to donor
- Link to address, telephone, and e-mail information
- Reception Invite
- Thank you letter
- Deceased
- Donor selects recipient

Scholarship Information

- Minimum enrollment
- Multiple donors
- Restricted
- Tuition waiver
- Scholarship source
- Maximum number of terms

You can auto-populate or manually enter specific student athlete data by term on the Sport Aid by Term form (RAASPTM). In addition, use the Team Sport Term Aid form (RAITMTM) to provide you with the ability to identify specific team sport information by term.

Potential Athletic Grant Defaults (RAAPAGD)

Use this form to enter default award year values for potential athletic grant amounts. The form is split up into two blocks. The first block allows you to enter potential athletic grant default amounts for in-state and out-of-state athletes. The second block allows you to enter sport-specific default amounts for in-state and out-of-state athletes. If a sport is defined in the second block, then the appropriate default amount is used for the student on the Sport Aid by Term (RAASPTM) form otherwise, the appropriate default amount from the first block gets populated.

Sport Aid by Term form(RAASPTM)

Use this form to view and enter student athletic aid information for a specific term. Information on the Aid for Sport tab is a combination of manually entered and system-populated data. Institutional award, outside award, resource and contract/exemption information is populated when the Default Aid Values button is clicked.

Team Sport Term Aid (RAITMTM)

This form displays and totals, within sport and term, the **Potential Athletic Grant - Year** amount, **Athlete's Actual Grant - Term** amount and percentage of the potential and actual amount based on data from RAASPTM.

Donor/Scholarship Demographics (RFADSCD)

Use this form to view and enter donor and scholarship demographic information. The Scholarship Demographics block allows you to identify specific information related to the Scholarship and the Donor Demographics block allow you to identify specific Donor information.

Scholarship Term Information (RPASTRM)

The Scholarship Term Information form (RPASTRM) form enables you to view scholarship information for a student. The information on this form is obtained from various sources. The **Maximum** comes from RFADSCD (Maximum Number of Terms), the **Paid** amount comes from RPRATRM, the **Loss of Eligibility** number is manually entered, and the **Remaining** number is a calculation of **Maximum - Paid - Loss of Eligibility**.

Athletic Aid Type Validation (RTVAATP)

This validation form allows you to set up the Athletic Aid Types to be used on RAASPTM, for example: Medical Release, Injured Reserve, Redshirt.

Financial Aid Sport Validation (RTVFASP)

This validation form allows you to designate Financial Aid sport codes to be used on RAASPTM, as they may differ from what is used in Banner Student.

Grades to Donor Validation (RTVGRDD)

This validation form allows you to designate specific categories of grades that a donor wishes to receive, if any. For example, a donor may wish to receive grades only for the freshmen students or only for students in a specific program.

Scholarship Source Validation (RTVSSRC)

This validation form allows you to designate the source of a scholarship, for example: donor, gift, or institution.

Reviewed Validation (RTVREVV)

This validation form allows you to designate the review status of an athlete's institutional award, outside award, resource, and/or contract or exemption. For example, you might use this form to designate that the information for the fund, resource, and contract/exemption has been reviewed and is complete.

Thank You Letter Validation (RTVTYLT)

This validation form allows you to designate specific categories of a thank you letter that a donor wishes to receive, if any. For example, a donor may wish to receive a thank you letter only from the freshmen students or only from students in a specific program.

Contract Rules (RPRCONT)

Use the Count for Athletics field on RPRCONT to indicate if a contract should be counted for Athletic reporting purposes.

Exemption Rules (RPREXPT)

Use the Count for Athletics field on RPREXPT to indicate if the exemption should be counted for Athletic reporting purposes.

Resource Code Validation (RTVARSC)

Use the Count for Athletics field on RTVARSC to indicate if the resource should be counted for Athletic reporting purposes.

Athletic Grant Term Roll Process (RAPAGRL)

Use this process to roll athletic grant term information on RAASPTM from one term to the next.

Athletic Aid Discrepancy Report (RARATAD)

Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated since this information was originally reported to Athletics.

3 Interfaces



This chapter discusses interfaces to other Banner modules. Modules discussed include:

- The *Student Employment Module*, which explains the application forms, reports, and processes used to interface between the Financial Aid Student Employment Module and Human Resources Systems. It includes instructions for performing interfaced student employment and payroll transactions.
- The *Accounts Receivable Module*, which identifies and explains the application forms, reports, and processes used to interface between the Financial Aid Module and Accounts Receivable Systems.
- The *Campus Loan Manager (CLM) Module*, which provides information needed for the (SunGard Higher Education Plus) CLM user to interface with Banner. The material provides functional overviews to the interface in addition to information required to setup and employ the interface. The document is to be used in conjunction with other relevant Banner documentation and (SunGard Higher Education Plus) Campus Loan Manager documentation. Note: CLM has replaced LMS as SunGard Higher Education's loan management solution.

Note

All forms associated with creating and maintaining employees in Human Resources must be set up to the point where a student employee can be paid. It is recommended that students and their positions be created in such a way as to differentiate them from the non-student employees of the school. ■

Student Employment Module

The following is a checklist that you should follow when working with the Student Employment module.

1. Define all work study funds in the Funds Management Module. Ensure that these work study funds are added to each applicable student's financial aid package during the packaging process. The Student Employment Module only processes college work study awards with an *Accept* status in the student's package. Refer to the Banner Financial Aid Online Help for Funds Management and Packaging and Disbursement form documentation.
2. If your financial aid office tracks earnings of non-awarded work study funds, identify all other students with institutional employment. These students are considered student employees, but have no impact on fund-related activity (for example,

institutional employment not awarded from a work-study fund and graduate assistantships paid on a stipend basis).

3. If the student has not already been placed into a job position, you can optionally use the Student Employment Module to refer a student to a job location for possible employment on the Student Employment Referral form (RJASERF). When you authorize earnings on the RJASERF form, you will not need to enter this information again when you decide in the future to authorize the student for employment. Data from the Position Referral section on the RJASERF form defaults to the Authorizations section of the Student Employment Authorization form (RJASEAR).
4. Once you place a student in a position, assign employment authorizations to students for a specific aid year on the Student Employment Authorization form (RJASEAR). This form enables you to enter and maintain fund award, job placement, job title, authorization start/end date, start/end pay date, pay rate, authorized hours, and authorized earnings information. The Awards section also allows you to view the current status of awards for the student. The only awards that display in this section are those with an aid type of *W* (Work).
5. Print the Student Employment Authorization Report (RJRAUTH) to serve as an audit trail for the financial aid department. Only select authorizations as of the last period in which you ran this report. (At the Activity Date prompt, enter the last date that you ran the report.) This provides you with the new or changed authorizations since the last date you ran the report.

More importantly, you must forward this report to the Human Resources Department so that its staff can perform the necessary steps to enter the student employment information into Banner Human Resources.

These steps include: (1) create the student employee positions; (2) establish the student as an employee of your institution; (3) establish student benefit/deduction information for payroll processing; (4) link student employees to associated positions with job titles; and (5) maintain the student employee's pay rate.

You must also ensure that your database administrator provides you with certain selection and access privileges to specific Banner Human Resources tables and forms required by the Banner Financial Aid Student Employment Module. Refer to the Banner Human Resources Requirements information immediately following this section for more detail.

6. Once the Human Resources Department completes the student employee payroll run, you must decide whether you want to use the automatic Payroll Load Process (RJRLOAD). This process interfaces between Banner Human Resources and Financial Aid. Specifically, the Payroll Load Process:
 - automatically updates the Financial Aid work history records with actual earnings on the Student Employment Work History form (RJISEWH),
 - automatically updates the fund balances with actual earnings on the Fund Budget Inquiry form (RFIBUDG), and

- automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award form (RPAAWRD) and Package Maintenance form (RPAAPMT).

This process also produces the Payroll Load Result Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment Module.

Use the Student Employment Mass Entry form (RJASEME) to enter student payroll record adjustments after you run the RJRLOAD Process.

7. Use the following reports to aid you in the coordination of the Student Employment/ Human Resources Interface.
 - Student Employment Authorization Report (RJRAUTH) - This report displays a listing of current work authorizations for each employee based on activity date.
 - Pay Period Report (RJRDPPR) - This report displays information for the monitoring of student earnings by department.
 - Payroll Load Process (RJRLOAD) - This report updates student employment records with actual payroll earnings from Banner Human Resources and prints the payroll load report.
 - Payroll Exception Report (RJRPAYE) - This report lists those work study employees who have been paid, but not authorized within the Financial Aid Student Employment module.
 - Student Employment Earnings Control Report (RJRSEEC) - This report provides a listing of hours worked by pay period.
 - Payroll/Financial Aid Interface Report (PHRFACE) - This Banner Human Resources System Report provides information on the payroll interface to the Financial Aid System.

Banner Human Resources Requirements

1. Ensure that each Student Employee Position exists on the Position Definition form (NBAPOSN).

The Position form defines and maintains all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions. It enables you to accurately monitor position expenditures versus their budget amounts. Positions are defined within a position classification by fiscal year. The Financial Aid application requires position numbers and job titles, budgeted amounts for the fiscal year, and a budgeted labor distribution which defaults to the Employee Jobs form (NBAJOBS).

2. Establish the Student as an Employee on the Identification form (PPAIDEN).

The Identification form (PPAIDEN) provides a person's initial point of entry into Banner Human Resources. It enables you to enter basic biographical/demographic data about anyone associated with the institution. Additional required fields on this form are used for EEO reporting and a payroll check address.

3. Identify the Individual as a Student on the Employee form (PEAEMPL).

The Employee form establishes employee information, including data on status, reviews, service dates, leave and benefit categories, leaves, and terminations. It must be completed before a position can be assigned to the employee. The data that you enter here identifies the person as a student employee to the Human Resources System, establishes eligibility benefit categories, and maintains I-9 data (displayed in Financial Aid on the Student Employment Referral form (RJASERF).

4. Establish Student Deductions for Payroll Processing on the Employee Benefit/Deduction Setup form (PDABDSU).

The Employee Benefit/Deduction Setup form displays all benefits defined as setup on the Benefit Category Rule form (PTRBCAT) for a specified employee group. It enables an experienced user to quickly perform an employee's initial deduction setup.

5. Define Student Job Information on the Employee Job form (NBAJOBS).

The Employee Job form maintains information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information. It supports mass salary-step increases, allows for deferred salary payments, and enables you to specify a future effective date for salary changes. It also maintains the dollar amounts and labor distribution account numbers used for encumbering and expending. For Financial Aid purposes, this form links student employees to associated positions with job titles, maintains the student employee's pay rate, and establishes new effective date records.

6. Verify Selection/Access Privileges to Banner Human Resources Tables/forms.

6.1. The Student Employment Module requires selection privileges to the following Banner Human Resources tables.

Employee Class Rules Table	PTRECLS
Position Base Data Table	NBBPOSN
Organization Code Validation Table	PTVORGN
Earnings Table	PHREARN
Payroll Calendar Rule Table	PTRCALN
Base History Table	PHRHIST
Job History Table	PHRJOPS

- 6.2.** The Student Employment Module requires access to the following Banner Human Resources forms.

Organization Code Validation form	PTVORGN
Payroll Calendar Rule form	PTRCALN

Banner Financial Aid Requirements

Complete the following forms which are listed on the Student Employment Control Menu. Most of these forms require initial set up activities and some month-to-month maintenance when necessary.

Student Employment Default Rules form	RJRSEDR
Payroll Load Control form	RJRPAYL
Placement Rules form	RJRPLRL
Placement Base Data form	RJAPLBD
Job Title Base Data form	RJRJOBT
Job Title Requirements form	RJRJREQ
Referral Status Validation form	RTVRFST
Employment Authorization Status Validation form	RTVAUST

Note that the Student Employment Default Rules form (RJRSEDR), Payroll Load Control form (RJRPAYL), and Placement Rules form (RJRPLRL) are aid year specific forms which require maintenance at the start of each aid year. Refer to the New Year System Start Up Checklist in the Appendix for additional information.

Setting Up Student Employment forms

The following forms must first be set up:

- Employment Authorization Status Validation form (RTVAUST) - Creates and maintains status codes which identify whether a student is permitted to work.
- Referral Status Validation form (RTVRFST) - Creates and maintains codes that define the origins of a student employment referral (optional form).
- Job Title Base Data form (RJRJOBT) - Associates job titles with ranges of valid pay. Your school needs to determine if you will have a few global job titles or if you wish to have a very defined list of job titles in which students are employed.
- Job Title Requirements form (RJRJREQ) - Maintains requirements and/or position descriptions (optional form).
- Placement Base Data form (RJAPLBD) - Stores name and address information for all locations which employ students. With this form, you must once again determine if you wish to have a few global placements or if you wish to have a defined list of job placements in which students are placed.

- Placement Rules form (RJRPLRL) - Associates a position code (from HR form NBAPOSN) with the placement code built on RJAPLBD. Class code and chart of accounts will default if the positions are completely built in the HR module. You must determine, with the assistance of Human Resources and Finance, which Organization code will be used.

Note

If the student employment office is assigning the amount of the fund the department is able to utilize for its student work study employees, the amount is defined under Allocation on this form. When the Student Employment Departmental Pay Period Report (RJRDPPR) is run, it will show the amount the department has been allocated. If the student employment office is not assigning allocations to departments an amount of \$99,999.00 may be used. ■

- Payroll Load Control form (RJRPAYL) - Associates predefined payroll periods from HR. (Payroll Calendar Rule form - PTRCALN) with a specific aid term from STVTERM.
- Student Employment Default Rules form (RJRSEDR) - Maintains default authorization and pay start and end dates which will default onto the RJASEAR applicant form.

Setting Up Applicant forms

The following forms must also be set up:

- Student Employment Referral form (RJASERF) – Refers a student to a job location for possible employment. If the student is authorized to work in the position, once the **Authorized** field is changed from an *N* to a *Y*, the information will default to the RJASEAR form. This is an optional form.
- Student Employment Authorization form (RJASEAR) – Assigns employment authorizations to a specific student for a specific aid year.
- Student Employment Mass Entry form (RJASEME) – Used to mass enter a student's work earnings if the RJRLOAD process is not used. This form is also used to make adjustments to the student earnings after the RJRLOAD is run.
- Student Employment Work History form (RJISEWH) – Displays a student's employment history by pay period for a particular aid year.

Awarding Work Study Funds

The following is the procedure to award work study funds.

1. Define all work study funds in the Funds Management module. Refer to Banner Financial Aid Online Help for form-specific information. These forms include:
 - Financial Aid Fund Type Validation form (RTVFTYP) - you must have at least one fund associated with the aid type of *W*.
 - Fund Base Data form (RFRBASE) - create an entry for each work fund to be awarded. No A/R detail code will be associated to work funds as work is a nondisbursable fund.
 - Fund Management form (RFRMGMT) - establish the rules for awarding work funds. Indicate that funds are nondisbursable.
2. Ensure that these work study funds are added to each applicable student's financial aid package during the packaging process.

The Student Employment module only processes work study awards with an Accept status in the student's package. The fund can either be automatically accepted when packaged if the **Automatic Acceptance** indicator is checked on RFRMGMT.

Alternatively, you can choose to have the student notify the Financial Aid office via their award letter and use any of the forms which enable you to update the student's package (for example: RPAAWRD, RPAMASS, ROARMAN, and so on).

Tracking Non-Work Study Awards

If your financial aid office tracks earnings of non-awarded work study funds, identify all other students with institutional employment. These students are considered student employees, but have no impact on fund-related activity (institutional employment not awarded from a fund and graduate assistantships paid on a stipend basis). All steps for non-work study students are the same except when creating a referral and/or authorization record, no fund is attached to the student.

Referring Students to Positions

If the student has not already been placed into a job position, you can optionally use the Student Employment module to refer a student to a job location for possible employment on the Student Employment Referral form (RJASERF). When you authorize earnings on the RJASERF form, you will not need to enter this information again when you decide in the future to authorize the student for employment.

Data from the Position Referral section on the RJASERF form defaults to the Authorizations section of the Student Employment Authorization form (RJASEAR). A print screen of this form can be used by the student to obtain signature information from

the employer to notify the Student Employment Office that the student has been accepted for employment by a particular employer.

Authorizing Students to Work

Once you place a student in a position, you must assign employment authorizations to students for a specific aid year on the Student Employment Authorization form (RJASEAR). This form will be automatically populated with information from RJASERF (If RJASERF is used; otherwise, the form will not be populated).

This form enables you to enter and maintain **Fund** award, **Placement**, **Job Title**, **Authorization Start/End Date**, **Payroll Start/End Date**, **Pay Rate**, **Authorized Hours**, and **Authorized Earnings** information. The pay rate is defaulted from the Job Title Base Data form (RJRJOB) and will need to be changed if the student is paid more or less than the defaulted amount. The Awards section also allows you to view the current status of awards for the student. The only awards that display in this section are those with an aid type of *Work*.

You assign the position number to the student. The suffix number, which follows the position number, is automatically assigned by the system at the time the record is saved. The suffix number is a one-up number, starting at *00*. Any time a student is employed in more than one job in the same financial aid year, with the same position number, the suffix number will increase by one.

The following are examples of authorizing students to work:

Example #1 – One Position for All Departments

The Student Employment Office has chosen to pool all work study positions in one position number. The student is employed by the athletic department, position number (ST0001). You complete RJASEAR and the system assigns the suffix of *00* to that placement. The student then receives a second work study job in the Art Department, also position number ST0001. You again complete RJASEAR, and the system automatically updates the record with the suffix number *01* because the student is assigned the same position number. The student then turns in two separate timesheets, one for each position.

Example #2 – One Position for Each Department

The Student Employment Office has chosen to give each department a work study position. The student is employed by the athletic department, position number (ST0001). You complete RJASEAR and the system assigns the suffix of *00* to that placement. The student then receives a second work study job in the Art Department and is assigned position number ST0002. You again complete RJASEAR, and the system automatically updates the record with the suffix number *00* because the student is assigned to two different positions. The student then turns in two separate timesheets, one for each position.

The suffix number is an integral part of the Banner Financial Aid to Human Resources interface because it is how the system differentiates the amount paid to the student and feeds that amount to the correct authorized position. The Payroll Feed Process (RJRLOAD) feeds payroll information to financial aid by matching the student ID, the position number, and the suffix. If Human Resources is not notified of the correct position number and suffix to assign to a student employee, the load process will not work.

It is important when the positions are built within the Human Resource module that both the Student Employment office and the Human Resource office discuss how defined they wish student employment positions to be. For example, whether they wish to have one position for all work study students, one position per department, or to further break down the positions within departments, the determination from this discussion will have an impact on how important the suffix number will be when it is assigned to the student and the position in which they are placed.

Print the Authorization Report (RJRAUTH) to serve as an audit trail for the Financial Aid office. Only select authorizations as of the last period in which you ran this report. (At the Activity Date prompt, enter the last date that you ran the report.) This provides you with the new or changed authorizations since the last date you ran the report.

More importantly, you must forward this report to the Human Resources office so that the H/R staff can perform the necessary steps to enter the student employment information into the Banner Human Resources System. These steps create the student employee positions, establish the student as an employee of your institution, establish student benefit/deduction information for payroll processing, link student employees to associated positions with job titles, and maintain the student employee's pay rate.

You must also ensure that your database administrator provides you with certain selection and access privileges to specific Banner Human Resources tables and forms that are required by the Banner Financial Aid Student Employment module. Refer to the Banner Human Resources Requirements information immediately following this section for more detail.

Using Payroll Feed

Once the Human Resources office completes the student employee payroll run, you must decide whether you want to use the automatic Payroll Load Process (RJRLOAD). This process serves as an interface between Banner Human Resources and Financial Aid.

The Payroll Load Process performs the following functions:

- Automatically updates the financial aid work history records with actual earnings on the Student Employment Work History form (RJISEWH).
- Automatically updates the fund balances with actual earnings on the Fund Budget Inquiry form (RFIBUDG).

- Automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award form (RPAAWRD), Package Maintenance form (RPAAPMT), and Financial Aid Record Maintenance form (ROARMAN).
- Produces the Payroll Load Process Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment module.

Note

The Payroll Load Process is run after each payroll when each student in that payroll has reached a status of 50 or higher. If there are any students with a payroll status of less than 50, the Payroll office must remove them from the payroll prior to the user running the RJRLOAD process. This status can be reviewed on the Payroll Load Control form (RJRPAYL). The Payroll Load process can only be run once per payroll. To identify whether the process has been run for a payroll, refer to RJRPAYL. If the RJRPAYL has been run, the 'process indicator' on RJRPAYL will be populated. ■

Entering Earnings Without Payroll Feed

If the Human Resource module is not in production, you must manually enter the student earnings on RJASEME. Entering the earnings on this form performs the same task that the Payroll Load process performs in that it will:

- Automatically update the Financial Aid work history records with actual earnings on the Student Employment Work History form (RJISEWH).
- Automatically update the fund balances with actual earnings on the Fund Budget Inquiry form (RFIBUDG).
- Automatically update the award paid amounts and the term paid amounts on the student award record as represented on the Award form (RPAAWRD), Package Maintenance form (RPAAPMT), and Financial Aid Record Maintenance form (ROARMAN).

To manually enter earnings into RJASEME, perform the following steps:

1. Access the RJASEME form and input the aid year.
2. Enter a pay period ending date. You may need to receive this information from Payroll.
3. Enter a term code. The term code is necessary so that the system knows for which term to apply student earnings to for that specific pay period.

4. Select a placement code. If necessary, you can select the Position button or List to access the RJAPLBD form to select the correct placement code.

 **Note**

By choosing a placement code, you will access a list of only those students who have been placed in that specific position. You can choose to omit the placement code. When you move to the next block, the list will include all students who have an authorization for that specific aid year. ■

5. Access the mass entry window and note the data for the students listed. As you scroll down the list, the Authorization block will tell you what status the student is currently in as listed on the RJASEAR form.
6. Enter either the number of hours worked or the gross wages earned for the payroll period. The other amount will default.
7. Save the data.

Making Payroll Corrections

RJASEME is also used to make adjustment and corrections to the student earnings history. Because you cannot run the RJRLOAD process more than once per payroll, this form is necessary to make changes. If HR is not live, this form is also used to manually enter the student earnings. To make adjustments to the student's earnings, perform the following steps:

1. Access the RJASEME form and input the aid year.
2. Enter the pay period ending date.
3. In the Adjustment column, enter a positive dollar or negative dollar amount.

 **Note**

You can also change the number of hours the student worked to make adjustments to the gross pay column. Save the data and notice the changes in the Hours/Gross Pay columns. ■

Terminating a Student From a Position

When the student has earnings from a work study position, perform the following steps:

1. Access the RJASEAR form.
2. Input the year and student ID in the Key Block.
3. Change the status to a non-active code.

4. Change the authorized end date and the payroll end date.
5. Adjust the authorized earnings to the actual earned amount.
6. Save and exit.

When the student does not have earnings from a work study position, the authorization can be deleted by performing selecting *Record Remove* from the pull- down menu.

Reports

Use the following reports to aid you in the coordination of the Student Employment/ Human Resources interface.

- Authorization Report (RJRAUTH) - Displays a listing of current work authorizations for each employee based on activity date. This report is commonly sent to Human Resources to initiate their processes to hire a student as an employee and is also important to notify the HR office the position and suffix number assigned to the student.
- Pay Period Report (RJRDPPR) - Displays information for the monitoring of student earnings by department.
- Payroll Load Process (RJRLOAD) - Updates the student's employment records with actual payroll earnings from Banner Human Resources and prints the payroll load report.
- Payroll Exception Report (RJRPAYE) - This report lists those work study employees who have been paid, but not authorized within the Financial Aid Student Employment module.
- Earnings Control Report (RJRSEEC) - This report provides a listing of hours worked by pay period.
- Payroll/Financial Aid Interface Report (PHRFACE) - This Banner Human Resources System Report provides information on the payroll interface to the Financial Aid System.

Banner Human Resources Requirements

1. Ensure that each Student Employee Position exists on the Position Definition form (NBAPOSN). The Position Definition form defines and maintains all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions. It enables you to accurately monitor position expenditures versus their budget amounts. Positions are defined within a position classification by fiscal year. Banner Financial Aid requires position numbers and job titles, budgeted amounts for

the fiscal year, and a budgeted labor distribution that defaults to the Employee Jobs form (NBAJOBS).

2. Establish the student as an employee on the Identification form (PPAIDEN). The Identification form (PPAIDEN) provides a person's initial point of entry into Banner Human Resources. It enables you to enter basic biographical/demographic data about anyone associated with the institution. Additional required fields on this form are used for EEO reporting and a payroll check address. These portions must be completed prior to exiting the form.
3. Identify the individual as a student on the Employee form (PEAEMPL). The Employee form establishes employee information, including data on status, reviews, service dates, leave and benefit categories, leaves, and terminations. It must be completed before a position can be assigned to the employee. The data that you enter here identifies the person as a student employee to the Banner Human Resources System, establishes eligibility benefit categories, and maintains I-9 data (displayed in Financial Aid on the Student Employment Referral form (RJASERF)).
4. Establish student deductions for Payroll Processing on the Employee Benefit/Deduction Setup form (PDABDSU) The Employee Benefit/Deduction Setup form displays all benefits defined as setup on the Benefit Category Rule form (PTRBCAT) for a specified employee group. It enables an experienced user to quickly perform an employee's initial deduction setup.
5. Define Student Job Information on the Employee Jobs form (NBAJOBS) The Employee Jobs form maintains information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information. It supports mass salary-step increases, allows for deferred salary payments, and enables you to specify a future. The suffix number is not a one-up number in the Human Resource module, as it is in the Financial Aid module. The HR office can use the RJRAUTH report to identify the position and suffix number assigned to the student. Again, it is imperative that the Financial Aid and Human Resources systems have the same position and suffix number for the student so that the Payroll Feed Process (RJRLOAD) correctly feeds payroll information from HR to Financial Aid.

Testing of Student Employment Payroll Feed

The following questions must be answered prior to testing:

- Is the pre-production database a clone of production? Including payroll data? If not, pre-production must be cloned for both Financial Aid and Human Resources.
- Have students been paid by Human Resources? Students must be carried through the entire HR process, from hire to paid in order to test RJRLOAD.

Steps to follow include:

1. Select a payroll period that has a small number of student timesheets processed. Payrolls are associated with terms in RJRPAYL. This will contain the year, the payroll ID and the payroll number.
2. Ensure positions are set up for students in NBAPOSN, position classes are set up for students in NTRPCLS, employee class is set up for students in PTRECLS, and position group is set up in PTRPGRP. The following forms need to be set up: RTVAUST, RTVRFST, RJRJREQ, RJRJOB, RJAPLBD, RJRPLRL, RJRPAYL, and RJRSEDR.
3. Build authorization statuses on RTVAUST, placement codes on RJAPLBD, job titles on RJRJOB, and placement rules on RJRPLRL
4. Set up the Payroll Load Control form -- make sure that a *C* appears in the payroll disb. column. If a *C* doesn't appear for the payroll you selected, then there are timesheets for the pay period that are still at a disposition less than 50.
5. Ensure students have been awarded work study and have accepted their award on RPAAWRD / RPAAPMT / ROARMAN.
6. Authorize the students from the payroll that you selected on RJASEAR.
7. Hire the students through payroll and ensure that they have the same position number and suffix in the HR module as they do in the Student Employment Module.
8. Run RJRLOAD for just the Payroll ID that you selected and information should load. The processed indicator on the Payroll load control form should have changed to a *Y*.
9. Run all applicable Student Employment Reports to ensure the module is set up to correctly feed student employment earnings.

Accounts Receivable Module

This interface describes the method in which the disbursement process for financial aid interfaces with the Accounts Receivable module using the Student Payment form (TSASPAY), the Financial Aid Summary form (ROASMRY), the Financial Aid Disbursement Process (RPEDISB), and the billing process via the Student Invoice/Billing Statement (TSRBCIL).

Setting Up Detail Codes for Financial Aid Disbursement

All financial aid funds that you wish to disburse via the Disbursement Process (RPEDISB) from Banner Financial Aid to the Accounts Receivable module of Banner Student must have corresponding payment detail codes created for them on the Detail Code Control form (TSADETC). These detail codes can then be associated with the appropriate financial aid fund code on the Fund Base Data form (RFRBASE) within Banner Financial Aid. This connection allows for the designation of disbursement payments in the Accounts Receivable module. This must be completed before the Disbursement Process (RPEDISB) is run.

When defining detail codes for funds that will be disbursed via Banner Financial Aid, they must be assigned to a category code of *FA* in the **Category** field on TSADETC. The **Like Term** indicator on TSADETC can be optionally checked for financial aid funds; when the Application Of Payment Process (TGRAPPL) is executed, this restricts the application of such payments to only charges incurred within the same term of the payment.

Detail codes may also be assigned to a user-defined category (except financial aid detail codes, which must have a category of *FA*), create application of payment information, and provide data entry default information. The Accounting Feed Process (TGRFEED) uses the accounting information associated with each detail code.

Setting Up Aid Year, Term, Period for Financial Aid

Since financial aid is processed by aid year, institutional terms must be associated with a value in the **Financial Aid Process Year** field on the Term Code Validation form (STVTERM).

Note

The **Financial Aid Term** and **Financial Aid Period** fields are **not** required for Banner Financial Aid processing, but are used by Banner Student for interfaces to third-party financial aid systems. ■

Disbursing Financial Aid Funds

When the Financial Aid Disbursement Process (RPEDISB) is executed, it allows disburseable aid (for all students or a specific population) for a specified term to be credited to a student's account and/or billed in three ways: payments, authorizations, or memos. In order for this to occur, students must pass all user-defined edits and any applicable (hardcoded) federal requirements. Also, any adjustments (increases or reductions to funds) made by the financial aid office to student awards, or due to the funds failing disbursement edits, may be posted to a student's account and/or billed when this process is executed.

These hardcoded and user-defined disbursement edits directly impact the posting of aid to a student's account. Therefore, designated users in the accounts receivable office should be

familiar with the rules that have been defined by the financial aid office which are related to disbursement processing. Needless to say, the coordination of effort related to disbursement processing between these two areas is critical.

 **Note**

All Banner Financial Aid payments, authorizations, or memos will have an accounts receivable source code of *F* from the Charge/Payment Source Code Validation form (TTVSRCE). Source codes are associated with each transaction on a student's account and reflect their origin (for example, housing, financial aid, registration, and so on). ■

The disbursement process first tries to determine if the fund can actually be posted as a valid payment. If the fund cannot be paid, the disbursement process tries to process it as an authorization, and if that fails, the disbursement process attempts to process it as a memo. These are mutually exclusive disbursement categories; therefore as a fund moves from one eligible category to another, the previous category and amount are deleted via the disbursement process.

The only exception to this rule is when a fund is scheduled to have more than one disbursement per term. In this situation, payments, authorizations, and memos can exist at the same time. The scheduled payments that are made are processed as actual payments, and the scheduled disbursements that are not ready to be made because the scheduled disbursement date has not been reached, are processed as authorizations. The authorized amount can also be thought of as the expected disbursement amount for the whole term, minus any partial payments made for the term. If one or more of the scheduled disbursements have been paid, but disbursement edits prevent the payment or authorization of future scheduled disbursements, those amounts could memo while the previous disbursements remain paid.

The following is a basic explanation of these three disbursement categories:

1. Posting of Financial Aid as Actual Payments.

Disbursable funds that pass all edits will post as payments and can be viewed on all relevant accounts receivable forms. Generally, this means that the student has satisfied all user-defined and/or hardcoded federal requirements, and the institutionally defined date for payment has been reached. The date of payment is defined by the institution in the Banner Financial Aid System and can be specific to a term or fund. Generally, with few exceptions, the date for payments is defined as on/or after the beginning of classes. Financial aid funds processed as payments will reduce the balance due on student bills and on all relevant accounts receivable forms.

As with any Student System process that allows actual payments to be posted to student accounts, executing the Disbursement Process (RPEDISB) will create a cashiering session under the User ID who ran the process, if any funds were processed as actual payments. Cashiering sessions only include actual payments; they never contain authorizations and/or memos. For more information on reviewing and closing cashiering sessions please consult the Accounts Receivable chapter in the Banner Student System User Guide.

2. Posting of Financial Aid as Authorizations.

The intent of authorized aid is to allow you to distinguish between what you consider to be estimated aid (memos) versus aid that has been finalized but cannot be paid yet (authorizations). Whereas authorized aid can be used to reduce the balance of a student's account, memos cannot.

Disbursable funds will be processed as authorizations when the disbursement process meets the conditions mentioned above for payments, with the exception that the defined date for payment has not been reached. Authorized/committed funds can be set to reduce the balance due on the Student Invoice/Billing Statement (TSRCBIL) and on the Student Payment form (TSASPAY), by checking the **Committed/Authorized Financial Aid Reduces Amount Due** checkbox on the Student Billing Control form (TSACTRL) (reduce amount due on TSASPAY and TSRCBIL).

3. Posting of Financial Aid as Memos.

You must indicate, within Banner Financial Aid, which of your funds can be memoed. Memoable funds will be processed as memos if they do not meet the criteria for authorizations. Generally, this means that not all requirements have been satisfied. Memoed funds do not reduce the balance due online or on the bill, but are provided as an indication of aid eligibility that has yet to be finalized.

Example

Joseph has been offered financial assistance for the 2003 - 2004 aid year. The Fall 2003 and Spring 2004 terms have been associated with this aid year. He has been offered a total of \$1,000 from GRANT A, \$10,000 from GRANT B, and \$4,000 from LOAN A for the 2003-2004 aid year. These funds have been defined to be distributed evenly across terms.

The payment date for the Fall has been defined as 09/07/2003 for all funds.

- On 07/05/2003, the Disbursement Process (RPEDISB) is executed, and all the funds are processed as memos, because Joseph has yet to submit requested parental tax returns. These tax returns have been defined as required before any funds can be paid.
- By 07/12/2003, Joseph has satisfied all outstanding items required by the financial aid office. The Disbursement Process (RPEDISB) is executed and as a result, all the funds are processed as authorizations, and the memos are deleted; funds were not processed as payments, because the payment date had not been reached.
- On 09/07/2003, the Disbursement Process (RPEDISB) is executed, and all funds are processed as payments, because all payment requirements have been satisfied, and in addition the payment date has been reached.

**Date
Disbursement
Process
Executed**

Term

Fund

Memo

Authorization

Payment

07/05/2003

Fall 2003

GRANT A

500

LOAN A

2,000

GRANT B

5,000

07/12/2003

Fall 2003

GRANT A

500

LOAN A

2,000

GRANT B

5,000

09/07/2003

Fall 2003

GRANT A

500

LOAN A

2,000

GRANT B

5,000

In most cases, the disbursement process is executed before the beginning of classes for an academic term. This allows for financial aid to be transmitted to the student's account prior to the mass printing and mailing of student bills. As a result, financial aid transmitted at this point will most probably be in the form of authorizations or memos, because the date of payment has not yet been reached.

Once classes begin, the disbursement process should be executed on a regular basis based on an institutionally defined schedule. This will allow eligible aid to move from memos and authorizations to payments, and any pending adjustments will also be transmitted.

Banner Financial Aid that has been memoed via the disbursement process can be viewed on any accounts receivable form that displays memos. Authorized aid, as well as, memos, outstanding financial aid requirements, and loan checks can be viewed on the Financial Aid Summary form (ROASMRY) which can be called from the Student Payment form (TSASPAY). To navigate to ROASMRY, click the **Financial Aid** button in the Main Window on TSASPAY.

Running Financial Aid Disbursement Process (Online and Batch)

The disbursement process performs several functions:

- It passes the amount of deferred financial aid available to an applicant within a specific term to the Student System. This is displayed as a memo transaction in the Accounts Receivable module.
- It passes the amount of financial aid available to be disbursed to an applicant within a specific term to the Student System. This is displayed as an authorization in the Accounts Receivable module.
- It passes the amount of financial aid scheduled to be disbursed to an applicant within a specific term to the Student System. All scheduled disbursements with a date less than or equal to the processing date that have not been disbursed will be processed. These are displayed as payment transactions in the Accounts Receivable module.

Banner Financial Aid Disbursement Process (RPEDISB) is only invoked through is the execution of the COBOL job named RBEDISB. This can be accomplished via the following methods:

- Batch run via Job Submission for all students or with a population selection.
- Online for a single student from the Student Payment form (TSASPAY) when the **Recalculate Financial Aid** button is clicked.
- Online for a single student from the Applicant Immediate Process form (ROAIMPP) of the Banner Financial Aid System.

Note

To review the parameters and report sample for the Disbursement Process (RPEDISB), please consult the *Reports and Processes* chapter of the Banner User Guide. For additional information, please refer to the *Report/Batch Processing* chapter of the *Banner Financial Aid Technical Reference Manual*. ■

Billing and Payments for Financial Aid

This section discusses the use of the Student Payment form (TSASPAY) and the Student Invoice/Billing Statement (TSRCBIL) as they relate to the Banner Financial Aid disbursement process. The Student Billing Control form (TSACTRL) determines how they interact.

The **Automatic Disbursement via TSASPAY** indicator on the Student Billing Control form (TSACTRL), indicates the method in which the Financial Aid disbursement process will be handled on the Student Payment form (TSASPAY).

Valid values for this field are:

Checked	Disbursements are automatically run on the Student Payment form (TSASPAY). This allows the Disbursement Process (RPEDISB) to be executed immediately, when the Disburse Financial Aid option is selected from the Financial Aid button on TSASPAY and a Next Item function is performed. If the Review Financial Aid option is selected, and a Next Item function is performed, the Financial Aid Summary form (ROASMRY) is accessed. The Disbursement Process (RPEDISB) is automatically executed when this form is exited. A checked value in the Automatic Disbursement via TSASPAY indicator box could be the scenario for processing disbursements during peak periods.
Unchecked	Disbursements must be manually requested on the Student Payment form (TSASPAY). If you want the Disbursement Process (RPEDISB) to be executed, you must enter <i>Y</i> in the Recalculate Financial Aid? field on the Student Payment form (TSASPAY). An unchecked value in the Automatic Disbursement via TSASPAY indicator box could be the scenario for processing disbursements during slow periods.

 **Note**

This switch should be unchecked if Banner Financial Aid is not installed. ■

Also, the Student Billing Control form (TSACTRL) allows you to indicate whether Banner Financial Aid authorizations should reduce the balance due on the bill and reduce the amount displayed in the **Amount Due** field on the Student Payment form (TSASPAY). The following values are allowed for the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on TSACTRL:

Checked	Reduce amount due on Student Payment form (TSASPAY) and Student Invoice/ Billing Statement (TSRCBIL).
Unchecked	Do not reduce amount due on Student Payment form (TSASPAY) or Student Invoice/Billing Statement (TSRCBIL).

Processing Disbursements, Authorizations, and Memos

When using Banner Financial Aid with the Student System, the Student Payment form (TSASPAY) allows you to:

- Execute the Banner Financial Aid Disbursement Process (RPEDISB) from TSASPAY so that the most current aid information could be posted to a student's account.
- Access a separate form, the Financial Aid Summary form (ROASMRY), from the TSASPAY form to view how a student's financial aid was processed (memos and authorizations) as a result of the last run of the disbursement process.

The following are Student Payment form (TSASPAY) functions that relate to Banner Financial Aid:

- When you perform a Next Block function from the Key Block of TSASPAY, the Financial Aid Review window will display, the cursor will stop in the **Review Financial Aid?** field, and a *Y* will display as the default if you are processing a student who has any record in the Banner Financial Aid System for the aid year corresponding to the term in the Key Block.
- If you click the **Financial Aid** button, the Financial Aid Summary form (ROASMRY) is retrieved. This form allows you to view and/or satisfy outstanding financial aid tracking documents, promissory notes, and/or review any financial aid which has been memoed or authorized but not yet paid since the last run of disbursements. The use of and response to information on this form needs to be determined between the financial aid and accounts receivable offices.
- When you exit ROASMRY, the Disbursement Process (RPEDISB) executes automatically, if you indicated that option on the Student Billing Control form (TSACTRL) by setting the **Automatic Disbursement via TSASPAY** indicator box to checked (automatically perform). Otherwise, exiting ROASMRY returns you to the Student Payment form (TSASPAY).
- If *N* is entered in the **Review Financial Aid?** field of the Student Payment form (TSASPAY) AND the **Automatic Disbursement via TSASPAY** indicator box on the Student Billing Control form (TSACTRL) has been set to unchecked, the cursor will then be positioned in the **Recalculate Financial Aid?** field on TSASPAY, where a value of *N* will be displayed. If at this point you change the value in the **Recalc?** field to *Y*, the Disbursement Process (RPEDISB) executes.
- When a value of *Y* is entered in the **Recalculate Financial Aid?** field on TSASPAY, the financial aid disbursement process runs. A *Y* is automatically defaulted into the **Recalculate Financial Aid?** field when the **Automatic Disbursement via TSASPAY Indicator** box on the Student Billing Control form (TSACTRL) is checked. When the disbursement process has ended, the cursor returns to either the Cashier Data section or the **Accept?** (charges) field in the Charges window on TSASPAY.

The financial aid **Authorized** field on TSASPAY displays the sum of Banner Financial Aid funds that were processed as authorizations for the term in the Key Information, as of the last run of the Disbursement Process (RPEDISB). The Student Payment form (TSASPAY) contains two memo balance fields. The financial aid **Memos** field displays the sum of all current Banner Financial Aid memos for the term in the Key Information, as of the last run of the Disbursement Process (RPEDISB). The **Memo Balance** field located at the bottom right of the form displays the sum of all other current memos with a source code not equal to *F*, excluding Banner Financial Aid memos, for the term in the Key Information.

The **Amount Due** field on TSASPAY displays the balance due for the term reduced by actual payments. Banner Financial Aid authorizations may also reduce the displayed amount due (on TSASPAY only) if the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on the Student Billing Control form (TSACTRL) is checked.

The Banner Authorized Financial Aid window of the Student Payment form (TSASPAY) may be accessed from the Financial Aid button in the Charges window, the Options Menu, or the Review Financial Aid function. This window is used to view the authorized Banner Financial Aid which was processed as authorized aid as of the last run of the disbursement process. Authorized aid from other non-Banner financial aid systems will not display in this window. Banner authorized aid can also be viewed on the Financial Aid Summary form (ROASMRY).

The Student Account Detail form (TSADETL) will prevent memos with a source code of *F* (Financial Aid) from being released. Banner Financial Aid memos are never released. They are deleted by the disbursement process when the fund is processed as an authorization, or as a payment, or subsequently becomes ineligible to be memoed, or when the system date is past the memo expiration date.

Billing Parameters and Financial Aid

The Student Invoice/Billing Statement (TSRCBIL) prints invoices and estimates credits based on current charges (when run in invoice mode) and calculates credits and prints bills (when run in statement mode). Invoice mode simply prints a copy of the account detail without updating the account. Statement mode updates the account with billed and due dates, applies credits, and begins the aging process.

Note

There are no parameters on the Student Invoice/Billing Statement (TSRCBIL) that will cause the Banner Financial Aid Disbursement process to be executed. The following parameters are discussed to clarify their connection to Banner Financial Aid. ■

- The parameters for Run Mode (with a value of FINANCIAL) and Financial Aid Indicator (with a value of *Y*) on TSRCBIL are used with the Student System interface to a non--Banner financial aid product and *are not* related to Banner Financial Aid.

- The value entered for the parameter *Do You Want Memos Printed* affects all memos, including Banner Financial Aid memos. TSRCBIL will print all memos, including Banner Financial Aid memos, if a *Y* is entered in this parameter.

The Billing Purge Process (TGPBILL) purges account detail and deposit records from an account and will exclude memos with a source code of *F* (Financial Aid) from purge processing.

Financial Aid Disbursement Process and A/R

The following chart outlines the interaction of Financial Aid memos, authorizations, and payments with Accounts Receivable billing processing.

Disbursement Process Processed Aid as:	Print on Bill	Reduce Balance on Bill	Reduce Balance Due Online
Memos (TBRMEMO table)*	Y/N*	N	N
Authorizations (RPRAUTH table)**	Y	Y/N (*)	TSASPAY**
Payments (TBRACCD table)	Y	Y	Y

* Based on parameter Do You Want Memos Printed, on Student Invoice/Billing Statement (TSRCBIL).

** Based on answer to **Committed/Authorized Financial Aid Reduces Amount Due Indicator** on Student Billing Control form (TSACTRL) where:

Checked Reduce amount due on Student Payment form (TSASPAY) and Student Invoice/Billing Statement (TSRCBIL).

Unchecked Do not reduce amount due on Student Payment form (TSASPAY) or Student Invoice/Billing Statement (TSRCBIL).

The following forms contain a **Memo Balance** field which displays the sum of all memos (including financial aid memos) that have not expired. The **Amount Due** fields on these forms do not reflect Financial Aid memos or authorizations.

Student Payment Detail Query form	TSIQACT
Student Account Detail form	TSADETL
Account Detail Review form	TSAAREV
Account Review form	TSAACCT

Sample Job Stream for Billing and Financial Aid Disbursements

The following sample job list indicates the order of the processes used to run billing for financial aid disbursements.

1. Run Batch Fee Assessment (SFRFASM).
2. Run Student Invoice/Billing Statement (TSRCBIL) in APPLYCRED mode.
3. Run Batch Disbursements (RPEDISB).
4. Run Application of Payments (TGRAPPL).
5. Run Statements or Invoices (TSRCBIL).

Sample Billing Statement for Financial Aid Disbursements

This report sample for the Student Invoice/Billing Statement (TSRCBIL) shows how financial aid payments, authorizations, and memos appear on a student bill.

```
20-OCT-2003 15:26:03      SunGard Higher Education STDG1 B111 DATA-
BASE                      PAGE 1
TERM: 199401              Student Billing Statement                      TSRCBIL
Bill A. Lerner                                                    601000002
3444 Ford Drive                                                  DUE: 20-NOV-2003
Pittsburgh, PA 19650

TERM  ITEM  DATE      DESCRIPTION                      CHARGES      CREDITS
-----
          * PREVIOUS BILLED BALANCE *                      .00
          - CURRENT CHARGES -
INVOICE NUMBER - S0001199
199401  20-OCT-2003 Room Rent                      750.00
          20-OCT-2003 Food Service                    450.00
          20-OCT-2003 Activity Fee                      100.00
          20-OCT-2003 Tuition Charges                  4,500.00
          - CURRENT PAYMENTS -
          20-OCT-2003 Supplemental Grant                      500.00
          * CURRENT BILLED BALANCE *                      5,300.00
          -- AUTHORIZED FINANCIAL AID --
199401  Institutional Scholarship                      1,250.00
          * FINANCIAL AID BALANCE *                      1,250.00
          ---- MEMO ITEMS ----
199401  20-OCT-2003 Perkins Loan                      750.00
          20-OCT-2003 Stafford Loan                  1,313.00

-----
PAST DUE: .00                      TOTAL DUE: 4,050.00
-----

This is the general message to be printed as a default for
all accounts. The account is not assigned to a collection
agency or assigned a delinquency code, or assigned to an
agency/code combination without a message.
```

20-OCT-2003 15:26:03 SunGard Higher Education STDG1 B111 DATA-
BASE PAGE 1
TERM: 199401 Student Billing Statement TSRCBIL
* * * REPORT CONTROL INFORMATION - TSRCBIL - Release 2.2 * * *

RPTNAME: TSRCBIL
SELECTION IDENTIFIER: TEMP
APPLICATION CODE: FINAID
CREATOR ID: FAISUSR
TERM TO BE PROCESSED: 199401
ADDRESS SELECTION DATE: 20-OCT-2003 ADDRESS TYPE HIERARCHY: 1MA 2PR
ID NUMBER:
COLLECTOR FILE SELECTION CRITERIA: %
DATE TO USE WHEN FUTURE ITEMS ARE PRINTED:
CURRENCY CODE USED TO PRODUCE INVOICE/STATEMENT:
RUN MODE: STATEMENT
CONT, DEPOSIT, EXPT INDICATOR: N
FINANCIAL AID INDICATOR: N
PRINT FUTURE DETAILS INDICATOR: N
PRINT ORDER: ZN
STATEMENT DATE: 20-OCT-2003
DAYS IN STATEMENT CYCLE: 30
MINIMUM ACCOUNT BALANCE: -9999999.99
DETAIL CODES TO BILL: %
ACCOUNTS (P)ERS, (C)OMP, OR %: P
DO YOU WANT MEMOS PRINTED? (Y or N): Y
DO YOU WANT DEPOSITS PRINTED? (Y or N): Y
PRE-AUTHORIZED CREDITS AFFECT TOTAL DUE: Y
RUN IN SLEEP/WAKE MODE (Y or N): N
TOTAL REGISTRATION AR INDICATORS UPDATED
TOTAL MEAL AR INDICATORS UPDATED
TOTAL PHONE AR INDICATORS UPDATED
TOTAL ROOM AR INDICATORS UPDATED
TOTAL # OF FINANCIAL AID PEOPLE PROCESSED:
TOTAL # OF PEOPLE HAVING CREDITS CALCULATED:
TOTAL # OF PERSON ACCOUNTS BILLED: 1
TOTAL # OF COMPANY ACCOUNTS BILLED:
TOTAL CHARGES BILLED: 5,800.00
TOTAL CREDITS BILLED: 500.00
TOTAL AMOUNT DUE: 5,300.00

Campus Loan Manager (CLM) Module

Section Overview

This section describes the processes necessary to interface Banner Financial Aid to the SunGard Higher Education Plus Campus Loan Manager (CLM). CLM is a comprehensive system that performs tracking, accounting, reporting, and billing for institutional loans. CLM is a separate SunGard Higher Education product, not included with Banner Financial Aid or SunGard Higher Education Plus. Banner Financial Aid users must license CLM separately. The document is to be used in conjunction with other relevant Banner documentation and (SunGard Higher Education Plus) Campus Loan Manager documentation.

The primary audience is the Loans Management Office. Users of the CLM system should read all the material in this section.

This document should also be reviewed by:

- The Financial Aid staff (for example, any staff responsible for the packaging or disbursement of institutional loans should be aware of material about the Banner to CLM Disbursement Feed.)
- Any Accounting staff who reconcile the Banner general ledger to the Loans Management subsidiary ledger.
- Any Technical Staff or other staff who support the Banner and CLM systems.

Organization of Material

The material is organized so that you may obtain a concise understanding of the CLM to Banner interfaces as well as providing a reference source.

Because the Banner and SunGard Higher Education Plus systems are essentially different, the general format of reports and general approach to operations are dissimilar. In describing Banner operations and reports, awareness of certain Banner terminology is assumed. Similarly, in describing CLM operations and reports, knowledge of certain SunGard Higher Education Plus terminology is assumed.

Release Requirements

Necessary Releases

To use the CLM/Banner interfaces, the following releases are required:

- CLM Version 1.11 with software upgrades (TOS) posted that pertain to the Banner interface.
- Banner releases for Financial Aid (Disbursement Feed to CLM), Student (Enrollment Interface), and Finance (Accounting Feed from CLM).

Release Components

The interfaces are enabled via components in SunGard Higher Education Plus CLM and components in Banner.

CLM components

1. A Banner specific screen -- Screen 42B.
2. Three Banner-specific programs:

NBA809, Banner Enrolled Borrower Verification
 NBB229, Banner Finance Accrual Accounting Feed
 NBD029, Banner Finance Accounting Feed

Banner components

1. CLM specific changes for the following existing Banner forms:

RFRMGMT, STVCLAS, STVETHN, and STVNATN.

2. Three CLM specific programs:

RPBLMIA, LMS Interface Accounting Feed
RPBLMID, LMS Interface Disbursement Feed
RPBLMIE, LMS Interface Enrollment Extract

Functional Overview

This section provides a functional explanation of each of the three interfaces between Banner and CLM. A more thorough functional understanding can be attained by referencing the full CLM user reference and training guides.

Banner to CLM Disbursement Feed

Background

CLM is a system that manages information about *loans* that are taken out by *borrowers*. A borrower exists when a student is first disbursed an institutional loan that is to be managed using CLM.

Each time an institutional loan is disbursed by the financial aid office, the loans management office needs to update its files pertaining to the loan. The Banner to CLM Disbursement Feed is designed to facilitate the maintenance of CLM files that is required when institutional loan disbursements occur from the financial aid system. In addition, certain demographic data that must be provided for borrowers in the CLM system can be fed from Banner financial aid to the CLM system at the same time.

Approach

This feed is implemented by running a Banner program -- RPBLMID -- which produces a feed file containing borrower (and loan) maintenance transactions suitable for input to CLM. The file must first be transmitted to the computer system that hosts CLM. The file is then input to a batch maintenance program that will update CLM files. A manual review procedure must follow (Refer to CLM documentation).

The feed file contains various transaction types which control update to loan and borrower related data in CLM. The various transaction types and data elements are documented in the CLM Reference Guide. However, the Banner user must note that coding conventions used within Banner will require translation to CLM equivalents (for example, encoded data cannot necessarily be moved to CLM without first translating to an CLM acceptable

coding scheme. Special translations for the Banner user are addressed in the *Installation and Setup* section of this guide.

Full procedures for processing the data that is fed from financial aid are discussed in CLM manuals as well as the CLM online documentation. This guide provides information specific to Banner.

Banner to CLM Enrollment Interface

Background

Policies of institutional loan repayment frequently require the loans management office to be informed about a borrower's enrollment status. Because the Banner data base contains this information, as it is possible to query that data base and then feed CLM with the extracted enrollment data.

Approach

This feed is implemented by running a Banner program -- RPBLMIE -- which produces a feed file containing enrollment data suitable for input to CLM. The file must first be transmitted to the computer system that hosts CLM. The file is then input to an CLM program -- NBA809, which was specially written for Banner. This program produces a two part report comparing enrollment according to CLM with enrollment according to Banner Student.

Full procedures for processing the enrollment reports are discussed in CLM manuals as well as the CLM online documentation. This guide provides operational information specific to Banner.

CLM to Banner Accounting Feed

Background

Institutions that participate in federal student aid programs must maintain accurate financial records for each loan program that it administers. The fund general ledger in the accounting office reflects the financial activity that occurs each month.

The accounting office is required to determine and post journal entries in order to update the general ledger based on activity in the loans management office. By using a journal entry transaction feed from the CLM system, the process of updating the general ledger and reconciling it to the subsidiary ledger is simplified. Payment activity is reconciled via a cash accounting feed. In addition, because CLM offers the option for an institution to accrue payments due at the time of billing, an accrual accounting feed is also supported.

Approach

The specific CLM programs to run for the accounting feed depends on whether the institution uses accrual accounting in connection with billing. Whether feeding cash journal entries, or accrual entries, the general approach for the feed is the same. Cash accounting requires the CLM program NBD029 to be run. Accrual accounting requires the CLM program NBB229 to be run following the monthly billing.

The CLM accounting feed programs use accounting feed rules that define the general ledger funds that are affected by various kinds of CLM transactions. The feed programs process transactions that have not yet been fed, use the rules to determine (detail) journal entries that would be required, and then summarize these detail journal entries as summary journal entry transactions designed for input to the Banner Finance system.

The file of summary journal entry transactions must first be transmitted to the computer system that hosts Banner Finance. The file is then input to a Banner program, RPBLMIA, that will check the correctness of the feed using a common technique of checking batch totals and transaction counts against values in a batch header. RPBLMIA builds Banner Finance feed documents that are then processed in the customary manner defined within the Banner Finance User Guide.

Installation and Setup

Installation

Banner and CLM on OpenVMS (DEC)

For DEC Open VMS users only, it is possible for both the Banner system and the SunGard Higher Education Plus CLM to reside on the same DEC host system running each application under OpenVMS. Banner (job execution) commands can be defined as foreign commands to OpenVMS so that program initiation can take place as if the Banner application were running on a UNIX platform (that is, user documentation is transparent to the type of platform).

To enable access to the feed files across applications, technical staff have a choice in their approach:

1. Feed files may be copied from the directory associated with the source application to the directory of the destination application.
2. OpenVMS logicals can be defined to enable appropriate access across directories.

In either case, for the Banner side of the feed, it may be necessary to modify the defines of the foreign commands. For the CLM side of the feed, the COM files used for executing jobs associated with the feed will also need appropriate assign statements.

Non-OpenVMS Banner

If you already run Banner on a non-OpenVMS platform, you may choose to implement CLM on another platform -- OpenVMS or otherwise. The interfaces between Banner and CLM are still supported. The client must implement a system for data file transfer between platforms. This system could involve a local area network, it may involve file communication software across data communication lines, or it may involve tape or diskette transfers.

Procedural Customization

Responsibilities

Installing and implementing the interfaces between Banner and CLM involves cooperation between several offices. It is advisable to establish appropriate responsibilities.

Security

Certain operations, that may be thought of as tasks for the Loans Management office personnel, will require Banner security privileges that pertain normally to some other office. For example: 1) The updating of validation tables using STVETHN, STVCLAS, and STVNATN require Oracle privileges normally assigned to Student Records personnel. 2) The Banner side of the Accounting Feed will require privileges of the Finance office -- even the execution of the first step via program RPBLMIA, which is packaged as a financial aid program.

Operating responsibilities should be assigned with due consideration to the security privileges that will be needed.

Distribution of Reports

The determination of operating responsibilities, and security privileges, combined with other facets of *need to know* will determine the use and distribution of reports that are associated with the various interfaces.

Back-up and Control of Feed Files

The Financial Aid Disbursements Feed and the Accounting Feed both cause file/table indicators to be set so that data will not be fed a second time in the course of normal operations. However, it should be recognized that with interfacing operations (involving multiple offices), the possibility of error increases. Therefore it is advisable for technical staff to establish procedures for backing-up feed files and for establishing file naming conventions that help in controlling the process.

Audit Trails

The subject of Audit Trails is addressed in the CLM Reference Manual. The reports associated with the various feeds include data items designed for cross-reference across systems. Each of the three interfaces can contribute effectively to the audit trail and control requirements normally associated with the management of institutional loans. The use of reports and/or on-line documents in connection with your audit trail requirements should be considered a part of your installation planning.

Interface Setup

Installation is not complete, and use of the three interfaces of CLM with Banner will not function correctly, until various critical coding schemes have been established and defined to either CLM or Banner as required.

A number of separate considerations and tasks are involved. Because rules and policy represented by these coding schemes can vary over time, most of these setup tasks evolve into ad hoc maintenance tasks. For example, changes in rules of loan administration may require the establishment of new loan funds -- affecting Financial Aid, CLM, and Accounting. Therefore, because the tasks are executed at times other than installation -- these particular setup tasks are identified separately in the section that follows.

Banner System -- Assign CLM Loan Fund Numbers

Background

CLM organizes loans by Fund and Loan Number within a fund. For example, all Perkins loans may be designated by the Fund ID of *PERK*. The Perkins loans will be further qualified by a Loan Number. This is necessary due to the fairly frequent changes that occur in loan management policy. Thus, policy may change in such a way that it affects rules for future loans but does not affect existing loans. Within CLM, a new Loan Fund is established with the new rules whenever rules for future distributions are changed.

Setup Requirement

The Financial Aid office and the Loans Management office should concur as to the correspondence between funds established in the Financial Aid system and the Loan Funds (Fund Rules) established in CLM.

The Financial Aid office must use the RFRMGMT form to define the corresponding CLM Loan Fund number (Identifier) for all funds that require distribution transactions to be fed to CLM.

The CLM Loan Fund Identifier is defined as a year-specific item. This has some implications:

1. Each aid year, the Loans Management and financial aid offices must review and reassign appropriate CLM Loan Fund Identifiers to the year-specific data. For some funds, the previous year's Loan Fund ID may carry forward. For other funds, the ID may change.
2. During an aid year, policy can conceivably change relative to Loans Management administration of a particular loan fund. If the Loans Management office needs to create a new Loan Fund, then the Financial Aid office will need to use the correct Loan Fund ID for all ensuing disbursements. It is possible that the Financial Aid office may only need to alter the CLM Loan Fund ID on an existing Fund. It may be that, for policy reasons, the Financial Aid office needs to define a new Fund.

Banner System -- Assign Coding Scheme Translations

Background

The Disbursement Feed from Banner Financial Aid to CLM provides student demographic data that will be needed in the CLM system as attributes for the *borrower*. For example: name, ID, addresses, ethnicity, and so on can be passed.

However, the Banner system and the SunGard Higher Education Plus CLM system were not developed in concert. It stands to reason that some data conventions or coding schemes may differ. A means of providing appropriate translations is required.

Setup Requirements

1. The Banner form STVCLAS must be used to define the three-character CLM codes that correspond to the two-character Banner codes. The three-character CLM codes are the same as those defined within the DBD.
2. The Banner form STVETHN must be used to define the one-character CLM codes that correspond to the two-character Banner codes. The one-character CLM codes are the same as those defined within the DBD.
3. The Banner form STVNATN must be used to define the two-character CLM codes that correspond to the five-character Banner codes. The two-character CLM codes are the same as those defined within the DBD.
4. The Banner form STVATYP should be reviewed to determine coding schemes that are employed for student addresses. The interface to CLM allows for feeding a *permanent* address as well as a *local* address. It must be determined which code corresponds to permanent address and which to local address. It is possible that a

direct one-to-one correlation can not be guaranteed. In that case a precedence order should be identified.

For example: To obtain the permanent address, choose the Banner address with code PR. If not found, use the address with code HM, and so on. Submission of the Banner program, RPBLMIA, allows this precedence to be conveyed by specifying (in precedence order) all address type codes to be checked. Different precedence orders are specified for permanent address and local address.

Banner -- Setup General Ledger

Background

The general ledger will already have funds set up for the financial management of institutional loans. Depending on implementation timing, however, it may be advantageous to reconsider the setup. For example -- the specific fund numbers and account numbers being used. After all, implementation of CLM may allow for more detailed tracking which can be reflected in the general ledger. Regardless of the specific fund and account conventions established by the Finance office, it is extremely important that the setup be well tested before going into production.

Setup Requirements

1. The Finance office will use appropriate forms within Banner Finance to ensure definition of all funds and accounts affected by operations of the Loans Management office.
2. Journal entry transactions that are built by the CLM to Banner Accounting Feed will use a rule class identified as **LMJE**. The Finance office must ensure that the processing rules defined for this rule class are appropriate for the debit and credit accounts being used.

For example, the same fund may apply to both debit and credit sides of each journal entry within a batch. In that case, the rule class should be defined to ensure that total debits match total credits within each fund. If the same fund is not used for both debit and credit sides of the journal entry transaction, then the rule class is defined to check that total debits match total credits by document rather than by fund.

3. If billing accrual is to be used in CLM, then the general ledger and options within Banner Finance will be setup accordingly.

CLM System -- Assign Accounting Distribution Rules

Background

CLM can be in use, yet the feed of journal entries to accounting not occur unless the appropriate accounting distribution rules are set. These rules allow specification of all accounts affected by CLM financial transactions -- in addition to other CLM specific uses.

Setup Requirement

The CLM office works with the Finance office to determine all accounts affected by an CLM transaction. For example: a payment may credit an interest account, a principal account, a processing fee account, and so on. Each of these credits would have a corresponding debit -- perhaps a loan clearing account.

The CLM screen, 42B -- Accounting Distribution Rules, has been designed specifically for Banner use. Full information about entry and maintenance of accounting distribution rules is provided in the CLM Reference Manual, as well as the online CLM documentation. Using Screen 42B, you are able to enter debit and credit account numbers in Banner format.

General Procedure for the Banner to CLM Disbursement Feed

Frequency

The feed can be run at any time upon demand. There is no need to establish a regular schedule to run this feed. But for coordination purposes (between Loans Management and Financial Aid offices) a regular schedule may be advantageous.

Involvement

CLM and Financial Aid offices should coordinate any particular instance of the feed. It is possible, depending on preferences of the institution, that technical support staff may run some of the program steps that comprise the feed.

Prerequisites

- The Financial Aid office has used the Banner Financial Aid form, RFRMGMT, to indicate the corresponding CLM Loan Fund identifiers for each institutional loan fund. These are the funds for which disbursement information is to be fed to the CLM (See **Installation and Setup**).

- Technical or other staff have ensured that code schemes used by the interface show conformity between the SunGard Higher Education Plus DBD and the corresponding Banner form (See **Installation and Setup**).
- Technical staff have provided a means to actually transfer the feed data file between source and destination computer systems (See **Installation and Setup**).
- A convention for naming and backing up the feed files has been established (See **Installation and Setup**).

Banner

1. On Banner, using an Oracle User ID with security privileges of the Financial Aid office, run the Banner program RPBLMID. This produces the disbursement feed file called CLMDFEED as well as the RPBLMID report.
2. Ensure that copies of the RPBLMID report are distributed as required.
3. Make a back-up copy of the CLMDFEED file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to SunGard Higher Education Plus CLM.

CLM

4. Ensure that the name and directory location of the feed file as it now exists on the CLM host system agrees with the assign statement (DCL) for the borrower maintenance job NJMNTC.COM.
5. Execute the borrower maintenance job NJMNTC.COM.
6. Apply the CLM online steps for further manual checking and processing of the feed. The feed report received from Banner (RPBLMID) may be reviewed during these steps.

Banner to CLM Enrollment Interface

Frequency

The interface can be used at any time upon demand. There is no need to establish a regular schedule. However, the enrollment reports that are produced are only as accurate as current data will allow. Therefore, it is advisable to use this interface when enrollment data is stable. The Registrar's and/or Admissions office should be consulted. It is probably only necessary to employ this interface once per term if done at the optimal time.

Involvement

In addition to consulting the Registrar's and/or Admissions office, the Loans Management office may need operational assistance to extract current enrollment data from the Banner system and then transfer that data to the CLM system before running the Enrollment Report.

Prerequisites

- Term enrollment data is obtained from the Banner system at a time when the student system enrollment data is stable.
- Technical staff have provided a means to actually transfer the enrollment data file between source and destination computer systems (See **Installation and Setup**).

Process

Banner

1. On Banner, using an Oracle User ID with security privileges that are acknowledged by the office that 'owns' student enrollment data, run the Banner program RPBLMIE. This produces the enrollment feed file called CLMEFEED as well as the RPBLMIE report.
2. Ensure that copies of the RPBLMIE report are distributed as required.
3. Execute the institution's procedure that transfers the feed file to the computer system that is the host to SunGard Higher Education Plus CLM.

Note

It is not necessary to make a back-up copy of the CLMEFEED file. This is due to the fact that the enrollment extract program RPBLMIE can be re-run with the same results (excepting where the enrollment data may have been updated -- which, of course, would provide more current results in any case). ■

CLM

4. Ensure that the name and directory location of the feed file as it now exists on the CLM host system agree with the assign statement (DCL) for the enrollment report job - NJA809.COM
5. Execute the enrollment report job - NJA809.COM.
6. Apply office procedures for further manual checking of enrollment as appropriate. The NBA809 enrollment report and possibly the RPBLMIE enrollment report may be used during these checks.
7. Employ CLM online to update the CLM enrollment data.

CLM to Banner Accounting Feed

Frequency

The NBD029 feed can be run at any time upon demand. There is no need to establish a regular schedule to run this feed. But for coordination purposes (between Loans Management and Finance or Accounting offices) a regular schedule will be advantageous. It is most likely that the feed will be run towards the close of an accounting period.

If accrual accounting is used when billing for loan payments (as they become due), then the NBB229 accrual feed should be performed monthly after the CLM Billing Accrual run.

Involvement

Loans Management and Finance or Accounting offices should coordinate any particular instance of the feed. It is possible, depending on preferences of the institution, that technical support staff may run some of the program steps that comprise the feed.

Prerequisites

- The Finance office has devised a Banner account numbering scheme to group and identify the funds and accounts that are affected by institutional loan payments (See **Installation and Setup**).
- The Finance office has ensured that the setup for the 'LMJE' rule class conforms with the posting requirements and general ledger employment of fund and account numbers for the CLM journal entries that will be produced by the feed (See **Installation and Setup**).
- If accrual accounting is to be used in connection with loan payments due, then the Finance office has setup the general ledger accordingly (See **Installation and Setup**).
- The Loans Management office has ensured entry of the appropriate Banner account number components for each accounting feed rule (See **Installation and Setup**).
- Technical staff have provided a means to actually transfer the feed data file between source and destination computer systems (See **Installation and Setup**).
- A convention for naming and backing up the feed files has been established (See **Installation and Setup**).

CLM

1. On SunGard Higher Education Plus, run the CLM program NBD029. This produces the accounting feed file called NLAADB.DAT as well as the NBD029 report.

Ensure that copies of the NBD029 report are distributed as required.

Make a back-up copy of the NLAFDB.DAT file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to Banner Finance.

The following additional *monthly* process is only necessary when billing accrual is used.

- 1.1. On SunGard Higher Education Plus, run the CLM program NBB229 following the monthly CLM Billing Accrual run. This produces the accrual accounting feed file called NLACDB.DAT as well as the NBB229 report.
- 1.2. Ensure that copies of the NBB229 report are distributed as required.
- 1.3. Make a back-up copy of the NLACDB.DAT file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to Banner Finance.

Banner

2. Ensure that the feed file as it now exists on the Banner Finance host system is in the directory from which the initial Banner feed program will be run. If the name of the feed file is not LMIATRNL, then the name will need to be specified as a parameter in the first Banner job step.
3. Execute the CLM Accounting Feed program -- RPBLMIA. It is advisable to initially run the program in audit mode. Assuming the RPBLMIA report indicates that all batches contained by the feed file are in balance, the program should then be rerun in create mode. The RPBLMIA report indicates the document codes that were assigned to each batch when it is run in create mode.

Note: the RPBLMIA program is considered a component of Banner Financial Aid. On the other hand, this program creates accounting feed documents in the GURFEED table and will require an operator to use an Oracle User ID which has the necessary privileges to enable update of the GURFEED table.

4. Execute the Banner Finance programs that comprise the steps to accept the feed document, edit the contents, produce an error report or post to the general ledger. Refer to the Banner Finance User Manual for more information on these steps in the accounting feed. The programs are:

furfeed, fgrtrn, fgrtrnr, and fgractg.

CLM (SunGard Higher Education Plus) Operations

Online Operations and Screen formats

Banner Finance Accounting Feed Rules (Screen 42B)

42B Banner Accounting Feed Rules

Inst: 01

Scr: ID: Fund: NURS Loan: 02

		Entitl		U	SC/	0 <----- Debit Account ----->		A <----- Credit Account ----->					
Seq	Cash/	Ment	L	Trf		S	Fund	Orgn	Acct	Prog	ACCI	Pct	Del
Num	Accr1	Code	E	Typ									
019	C	W	I			L	505505	555	202020	133333		100	—
						L	505505	555	005010	133333			
020	C	W	P			L	505505	555	202020	133333		100	—
						L	505505	555	007010	133333			
021	C	X	I			L	505505	555	202020	133333		100	—
						L	505505	555	005010	133333			
022	C	X	P			L	505505	555	202020	133333		100	—
						L	505505	555	007010	133333			
023	C	Y	I			L	505505	555	202020	133333		100	—
						L	505505	555	005010	133333			
024	C	Y	P			L	505505	555	202020	133333		100	—
						L	505505	555	007010	133333			
025	C	Z	I			L	505505	555	202020	133333		100	—
						L	505505	555	005010	133333			

Description:

This screen is used to add, update or display accounting feed rules for all transactions that may update Banner Finance on a cash or accrual basis.

CLM provides online help for the general operation of this screen. The general topic is CLM42B.

Account Numbers

Banner account numbers are entered on this screen for the debit and credit accounts associated with a particular rule. The components of the account number that must be entered are: COAS code, Fund code, Orgn code, Acct code and Prog code. As an alternative to entering these codes, the user may enter COAS code and ACCI code. If the ACCI code is used, i.e. an account index, then the ACCI code must first be defined within the Banner Finance system. Definition of the ACCI code in Banner Finance involves supplying the full corresponding account number components.

Banner Operations

Online Operations and Screen formats

Fund Management form (RFRMGMT)

The Fund Management form displays and maintains the various attributes of an Financial Aid fund for a given Financial Aid year. For the introduction of the Banner/CLM interface, this form contains a field which is used to specify the Loans Management System Loan Fund identifier which corresponds to the Financial Aid institutional loan fund for a particular aid year.

CLM Use

Enter a value for the six-character field labeled **CLM Loan Fund** for all funds for which a disbursement feed to CLM is required. The value to be entered is composed from the CLM four-character fund id and the CLM two-character loan number. An entry is not permitted if the Financial Aid fund is not a loan fund.

Disbursements against the Financial Aid fund will not result in an CLM feed transaction unless the CLM Loan Fund has been entered.

The CLM Reference Manual must be consulted to gain more understanding of the CLM Loan Fund number.

Class Code Validation form (STVCLAS)

The Class Code Validation form is used to define the two-character Banner class code. With the introduction of the Banner/CLM interface, this form contains a column which is used to specify the three-character CLM equivalent code.

CLM Use

Consult the three-character class codes that are defined within the SunGard Higher Education Plus DBD used by the CLM system. The CLM equivalent codes should be defined to Banner using this form.

Ethnic Code Validation form (STVETHN)

The Ethnic Code Validation form is used to define the two-character Banner ethnicity code. With the introduction of the Banner/CLM interface, this form contains a column which is used to specify the one-character CLM equivalent code.

CLM Use

Consult the one character ethnic codes that are defined within the SunGard Higher Education Plus DBD used by the CLM system. The CLM equivalent codes should be defined to Banner using this form.

Nation Code Validation form (STVNATN)

The Nation Code Validation form is used to define the five-character Banner code that represents a particular nation. With the introduction of the Banner/CLM interface, this form contains a column which is used to specify the two-character CLM equivalent codes.

CLM Use

Consult the two-character nation codes that are defined within the SunGard Higher Education Plus DBD used by the CLM system. The CLM equivalent codes should be defined to Banner using this form.



Banner Batch Operations and Reports

Banner Enrolled Borrower Verification (NBA809)

Description Run this program to compare the status of the borrower's loans in LMS to the borrower's enrollment status in the Banner Student System. The program checks only the status of loans that have an outstanding balance greater than zero. The program produces a two-part report: the first part identifies borrowers who are no longer enrolled and the second part, borrowers whose status in one system does not agree with the other. CLM provides on-line help with further description and execution controls of this program. The help topics are: NBA809BP and NBA809CR. To execute the program, submit the job named NJA809.COM.

NBA809 requires Banner Student System enrollment data to be input in the form of the Enrollment Interface File (NEDIFL). This file is produced by running the RPBLMIE Banner program. The file must be transmitted to the computer system that hosts CLM.

Enrolled Borrower Verification Report Sample

DATE RUN	11/01/03	Systems & Computing Technology - LMS version 1.11 July 2003	REPORT PAGE	1	
TIME RUN	17:09:19		LOAN MANAGEMENT SYSTEM		PROGRAM ID NBA809
			ROCHESTER CAMPUS		
			ENROLLED BORROWER VERIFICATION		
			BORROWERS NO LONGER ENROLLED		

		LMS	STUDENT INFORMATION SYSTEM		
ID	NAME	GRAD DATE	GRAD TERM	LAST TERM	WITHDRAW DT CODE
789-45-6123	Allen, Edward G	06/90			00/00
012-22-2201	Axelsen, Dennis	06/91	199502	199301	10/93 WD
369-25-8842	Benson, Martha F	06/90			00/00
123-45-4321	Danzinger, Gregory	06/92			00/00
041-08-1654	Dekker, Alberta	09/92			00/00
052-22-2201	Donovan, Francis X	06/91			00/00
999-99-9930	Glass, Betty Y	06/90			00/00
999-99-9930	Glass, Betty Y	06/90			00/00
159-35-7456	Glass, Sylvia A	06/90			00/00
072-22-2201	Glenn, Earl Jay	06/91			00/00
033-66-7171	Gregory, Gwynn M	06/88			00/00
258-07-6330	Hadley, Josephine	06/90			00/00
000-00-0003	Halley, Susan	06/90			00/00
888-88-8810	Jefferson, Juanita	06/91			00/00
222-22-2204	Johnson, Marie A	06/97			00/00
970-19-0328	Lemza, Anthony	12/90			00/00
409-10-7919	MacDonald, Gladys	06/84			00/00
077-77-7701	Mason, Britt A	07/90			00/00
047-48-4439	McGraff, Robt E	06/91			00/00
815-76-0049	Mitterrand, Jullienne	09/91			00/00
042-22-2201	Nakis, Cristos U	06/91			00/00
515-66-2118	Nichols, Michelle	09/92			00/00
963-85-2741	Ogilvie, Robert G	06/90			00/00
062-22-2201	Olson, Anne Sally	06/91			00/00
032-22-2201	Robare, Ladron T	06/91			00/00
243-13-0779	Salmon, Chico	06/91			00/00
595-50-6110	Silverman, Betty S	06/91			00/00
092-22-2201	Sirsirikhamphoune, Virassack	06/91			00/00
102-22-2201	Stojanov, Grigor T	06/91			00/00
309-56-7288	Suarez, Simonne	09/91			00/00
082-22-2201	Tenenberg, William Z	06/91			00/00
888-88-8819	Tressler, Donald	06/91			00/00
561-51-9807	Trevino, Herlerno	06/91			00/00
888-88-8820	Underwood, Josephine	06/91			00/00
520-37-1822	Westbrook, Grace S	06/91	199602	199302	02/94 WD

DATE RUN 11/01/03 Systems & Computing Technology - LMS version 1.11 July 2003 REPORT PAGE 2
TIME RUN 17:09:19 LOAN MANAGEMENT SYSTEM

PROGRAM ID NBA809

ROCHESTER CAMPUS

ENROLLED BORROWER VERIFICATION
CONFLICTING LOAN STATUS

ID	NAME	LMS	STUDENT INFORMATION SYSTEM		
		GRAD DATE	GRAD TERM	LAST TERM	HOURS ATTEMPTED
666-66-6601	Abbott, Terri M	11/90	199702	199401	16.00
777-77-7701	Abel, James T	07/90	199702	199401	16.00
533-17-0012	Asberry, Lee	06/89	199702	199401	16.00

Banner Finance Accrual Accounting Feed (NBB229)

Description Run this program to summarize accrued interest and late charges for each loan fund and write journal entry transactions for transmittal and input to Banner Finance. The Accrual Accounting Feed File (NLACDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CLM provides online help with further description and execution controls of this program. The help topics are: NBB229BP and NBB229CR. To execute the program, submit the job named NJB229.COM.

Accrual Accounting Feed Report Sample

```

DATE RUN   02/04/03   SunGard Higher Education Loans Management System -- Development 1.11
1
TIME RUN   10:10:53
PGM=NBB229-A
                                LOAN MANAGEMENT SYSTEM
                                ROCHESTER CAMPUS
                                ACCRUAL ACCOUNTING FEED TRANSACTION LIST
                                PROGRAM ID NBB229

***** B A T C H   C A R D *****
*
*          N01002 940204   LMS ACCRUALS          14,392.38      48          NBB229          *
*
*****

-----ACCOUNT-----
FUND  ORGN  ACCT  PROG  ACCI  RULE  REF  DATE  DESCRIPTION  DEBIT  CREDIT  XREF  ID FIELD
-----
L-450001-420  -    -    -    -    LMJE  0000001 940204 FEDERAL INSURED  328.98+
L-414001-450  -    -    -    -    LMJE  0000002 940204 FEDERAL INSURED
L-450001-420  -    -    -    -    LMJE  0000003 940204 FEDERAL INSURED  45.00+
L-414001-470  -    -    -    -    LMJE  0000004 940204 FEDERAL INSURED  45.00+
L-450001-420  -    -    -    -    LMJE  0000005 940204 HEALTH PROF MEDICINE  402.20+
L-412001-450  -    -    -    -    LMJE  0000006 940204 HEALTH PROF MEDICINE  402.20+
L-450001-420  -    -    -    -    LMJE  0000007 940204 HEALTH PROF MEDICINE  75.00+
L-412001-450  -    -    -    -    LMJE  0000008 940204 HEALTH PROF MEDICINE  75.00+
L-450001-420  -    -    -    -    LMJE  0000009 940204 EMERGENCY LOAN FUND  28.74+
L-416001-450  -    -    -    -    LMJE  0000010 940204 EMERGENCY LOAN FUND  28.74+
L-450001-420  -    -    -    -    LMJE  0000011 940204 NATIONAL DEFENSE  29.64+
L-410001-450  -    -    -    -    LMJE  0000012 940204 NATIONAL DEFENSE  29.64+
L-450001-420  -    -    -    -    LMJE  0000013 940204 DIRECT 1972-NDSL02  1,702.16+
L-410001-450  -    -    -    -    LMJE  0000014 940204 DIRECT 1972-NDSL02  1,702.16+
L-450001-420  -    -    -    -    LMJE  0000015 940204 DIRECT 1980-NDSL03  240.00+
L-410001-450  -    -    -    -    LMJE  0000016 940204 DIRECT 1980-NDSL03  240.00+
L-450001-420  -    -    -    -    LMJE  0000017 940204 DIRECT 1981-NDSL04  114.48+
L-410001-450  -    -    -    -    LMJE  0000018 940204 DIRECT 1981-NDSL04  114.48+
L-450001-420  -    -    -    -    LMJE  0000019 940204 DIRECT 1982-NDSL05  127.50+
L-410001-450  -    -    -    -    LMJE  0000020 940204 DIRECT 1982-NDSL05  127.50+
L-450001-420  -    -    -    -    LMJE  0000021 940204 PERKINS LOAN PROGRAM  99.96+
L-410001-450  -    -    -    -    LMJE  0000022 940204 PERKINS LOAN PROGRAM  99.96+
L-450001-420  -    -    -    -    LMJE  0000023 940204 PERKINS LOAN PROGRAM  11.00+
L-410001-470  -    -    -    -    LMJE  0000024 940204 PERKINS LOAN PROGRAM  11.00+
L-450001-420  -    -    -    -    LMJE  0000025 940204 DIRECT 1980-NDSL13  1,671.60+
L-410001-450  -    -    -    -    LMJE  0000026 940204 DIRECT 1980-NDSL13  1,671.60+
L-450001-420  -    -    -    -    LMJE  0000027 940204 PERKINS 40 MIN 1993  78.27+

```

Banner Finance Cash Accounting Feed (NBD029)

Description Run this program to produce summary journal entry transactions that help reconcile the Banner general ledger to the CLM subsidiary ledger for cash activity.

NBD029 reads the Transaction file and selects all records which have not been fed previously to accounting. From the accounting feed rules (Screen 42B), NBD029 determines the general ledger accounts (debit and credit) that would be journal-entried for each detail transaction. Rather than creating detail entries, NBD029 summarizes the journal entries within a batch by Banner account number and writes the summary transactions in the Banner Finance Feed format. The Cash Accounting Feed File (NLAFDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CLM provides online help with further description and execution controls of this program. The help topics are: NBD029BP and NBD029CR. To execute the program, submit the job named NJD029.COM.

Cash Accounting Feed Report Sample

DATE RUN	11/18/03	Systems & Computing Technology - LMS version 1.11 July 2003	REPORT PAGE	5	PROGRAM ID NBD029
TIME RUN	10:25:13	LOAN MANAGEMENT SYSTEM			
		ROCHESTER CAMPUS			
PGM=NBD029-A		ACCOUNTING FEED AUDIT TRAIL			
***** B A T C H L I S T *****					
*					*
*	1	BHH018 910712	LMS ON-LINE		*
*					*
-----ACCOUNT-----					
FUND	ORGN	ACCT	PROG	ACCI	RULE REF
					CLASS FIELD
					DATE
					DESCRIPTION
					DEBIT
					CREDIT
					XREF
					ID FIELD
L-505505-555	-005010-133333	LMJE			910712 TC=753 LOAN=NURS02 4.56-
L-505505-555	-005010-133333	LMJE			910712 TC=553 LOAN=NURS02 4.56+ BHH018 267443881
L-505505-555	-007010-133333	LMJE			910712 TC=753 LOAN=NURS02 150.00- BHH018 267443881
L-505505-555	-007010-133333	LMJE			910712 TC=553 LOAN=NURS02 150.00+ BHH018 267443881
L-505505-555	-202020-133333	LMJE			910712 TC=753 LOAN=NURS02 150.00- BHH018 267443881
L-505505-555	-202020-133333	LMJE			910712 TC=753 LOAN=NURS02 4.56- BHH018 267443881
L-505505-555	-202020-133333	LMJE			910712 TC=553 LOAN=NURS02 150.00+ BHH018 267443881
L-505505-555	-202020-133333	LMJE			910712 TC=553 LOAN=NURS02 4.56+ BHH018 267443881

DATE RUN 11/18/03 Systems & Computing Technology - LMS version 1.11 July 2003 REPORT PAGE 16
 TIME RUN 10:25:13 LOAN MANAGEMENT SYSTEM

PROGRAM ID NBD029

ROCHESTER CAMPUS

PGM=NBD029-A

ACCOUNTING FEED TRANSACTION LIST

***** B A T C H C A R D *****
 *
 * BHH018 910712 LMS ON-LINE 618.24 3 NBD029 *
 *

-----ACCOUNT-----					RULE	REF						
FUND	ORGN	ACCT	PROG	ACCI	CLASS	FIELD	DATE	DESCRIPTION	DEBIT	CREDIT	XREF	ID FIELD
L-505505-555		-005010-133333			LMJE	0000001	910712	LMS ON-LINE		9.12+	BHH018	
L-505505-555		-007010-133333			LMJE	0000002	910712	LMS ON-LINE		300.00+	BHH018	
L-505505-555		-202020-133333			LMJE	0000003	910712	LMS ON-LINE	309.12+		BHH018	

LMS Interface Accounting Feed (RPBLMIA)

Description The LMS Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the CLM accounting feed programs NBD029 (cash) or NBB229 (accrual). The program performs basic format and batch total checks on each batch of transactions contained in the feed file. The program also provides a report of the batches/transactions being fed.

When in create mode, as indicated by program parameter, the program builds documents for the Banner Finance feed providing no batch errors are found.

Parameters	Name	Required?	Description
	Create/Audit Mode	No	(C)reate or (A)udit. An entry of A (the default) provides a report without creating documents; the program may be rerun. An entry of C creates Banner Finance feed document(s) providing no batch errors are found, then deletes the input transaction file. The default is A.
	Print Summary or Detail	No	Print Summary/Errors only (Y), or Transaction Detail ([N]). Enter Y if a detailed listing is not required. The default is N.
	Transaction Input File Name	No	Name of file that contains J/V transactions comprising the feed. Enter the 7 character name of the feed file. The default is LMIATRN.

RPBLMIA Error Messages: When output to the log, the following messages will indicate an abnormal condition, and will result in job termination:

- ERROR, Cannot open file: LMIARPT

The report file cannot be opened for output.

- Sequence Number is invalid
- ERROR, Cannot get job parameters
- A sequence number for the job has been entered, but it is invalid.

The job cannot proceed as job parameters are not accessible.

- ERROR, Cannot open file: XXXXXXXX

The named file (XXXXXXX) can not be opened for input -- this is the name of the input transaction file entered as a job parameter (the system default is LMIATRNL if the parameter were not entered).

- ERROR reading Accounting Feed file XXXXXXXX

There was an I/O error when attempting the first read from the named input transaction file.

- ERROR deleting Accounting Feed file XXXXXXXX

There was an I/O error when attempting to delete the named input transaction file. The input transaction file should be deleted when in Create mode.

When output to the **report file**, the following messages indicate one or more errors in the content of the input transaction file. Accounting feed documents will not be created. These are abnormal conditions which could be caused by: 1) naming an inappropriate file as the input transaction file, or 2) errors in file transmission.

- ERROR while expecting a batch header
- ERROR while processing a batch header
- ERROR finding transaction in an Accounting Feed batch
- ERROR batch not in balance -- No documents will be inserted

Accounting Feed Report Sample

19-NOV-03 10:11:12			Banner University Loan Management System Accounting Feed Report							RPBLMIA Page: 1	
Rule Class	Doc.Ref. Number	Date	Description	Debit	Credit	LMS Reference	Coas Fund	Orgn	Acct	Prog	Acci
New Document for Batch: 0501				Header Count: 00004							
Header	0000000	931025	LMS ON-LINE	153.66			0501	NBD029			
LMJE	0000001	931025	LMS ON-LINE		8.64	0501	L 505505	555	005010	133333	
LMJE	0000002	931025	LMS ON-LINE		4.00	0501	L 505505	555	006010	133333	
LMJE	0000003	931025	LMS ON-LINE		64.19	0501	L 505505	555	007010	133333	
LMJE	0000004	931025	LMS ON-LINE	76.83		0501	L 505505	555	202020	133333	
processed batch: count 00004, total				153.66							
Document is in balance -- Code: / Description:											
New Document for Batch: BHH018				Header Count: 00003							
Header	0000000	931025	LMS ON-LINE	618.24			BHH018	NBD029			
LMJE	0000001	931025	LMS ON-LINE		9.12	BHH018	L 505505	555	005010	133333	
LMJE	0000002	931025	LMS ON-LINE		300.00	BHH018	L 505505	555	007010	133333	
LMJE	0000003	931025	LMS ON-LINE	309.12		BHH018	L 505505	555	202020	133333	
processed batch: count 00003, total				618.24							
Document is in balance -- Code: / Description:											
New Document for Batch: NRB012				Header Count: 00003							
Header	0000000	931025	LMS ON-LINE	309.12			NRB012	NBD029			
LMJE	0000001	931025	LMS ON-LINE		4.56	NRB012	L 505505	555	005010	133333	
LMJE	0000002	931025	LMS ON-LINE		150.00	NRB012	L 505505	555	007010	133333	
LMJE	0000003	931025	LMS ON-LINE	154.56		NRB012	L 505505	555	202020	133333	
processed batch: count 00003, total				309.12							
Document is in balance -- Code: / Description:											

19-NOV-03 10:11:12	Banner University Loan Management System Accounting Feed Report	RPBLMIA Page: 2
* * * REPORT CONTROL INFORMATION * * *		
Create/Audit Mode: A		
Print Errors Only: N		
LMS Feed File Name: LMIATRN		
Report Line Limit: 55		

LMS Interface Disbursement Feed (RPBLMID)

Description The LMS Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (SunGard Higher Education Plus) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

Parameters	Name	Required?	Description
	Run Type	Yes	Disbursement Detail or Enrollment Status Change.
	Aid Year Code	Yes	A valid four-character FA Aid Year code must be entered. Disbursements from this aid year will be eligible for processing.
	Term Code	Yes	A valid six-digit Banner Term Code must be entered. Disbursements from this term will be eligible for processing.
	LMS Term Code	Yes	Enter the LMS Term Code that corresponds to the Banner Term Code. The three-character SunGard Higher Education Plus LMS Term Code in use must be entered.
	LMS Institution Code	Yes	The two-character SunGard Higher Education Plus LMS Institution Code in use must be entered. The default is 01 (single campus).
	Batch Reference	Yes	Enter a unique six-character identifier to be used as batch reference in the batch header of the batch of disbursements data that will be created.
	Address Type Code - Permanent	No	Enter the two-character Banner address type code(s) associated with addresses to be used as the LMS permanent address.
	Address Type Code - Local	No	Enter the 2-character Banner address type code(s) associated with the addresses to be used as the LMS local address.
	Billing Address Control Ind	No	Control Indicator for LMS billing address rule. Enter 1 if the address to be used as the local address is also the billing address.
	Report Selection Query ID	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.

Parameters <i>(cont)</i>	Name	Required?	Description
	Application Code	No	General area for which the selection ID was defined. Enter a code if processing against a sub-population as is customary for Banner General subpopulation processing.
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules. Enter an ID if processing against a sub-population as is customary for Banner General subpopulation processing.
	Disbursement\ Enrollment Date	No	If entered, select only disbursements on or after the date. Enter a date in format DD-MON-YR to restrict the processing to loans occurring on or after the specified date.
	Fund Code	No	If entered restricts disbursements to only the entered fund(s). The batch of feed transactions will pertain only to the specified fund(s).
	User ID	No	This is the ID of the person who used the population rules.
	Primary ID Source	Yes	This is the (B)anner ID or (S)ocial Security Number.

RPBLMID Comment Messages:

The following comments are found on the report, to help interpret the results obtained from the demographic data feed.

Permanent Address Address was not found

No address was found to match the permanent address type code(s) that were tested in precedence order.

Permanent Address Address data is incomplete

An address was found to match the permanent address type code(s) that were tested in precedence order, however the address data was incomplete.

Local Address Address was not found

No address was found to match the local address type code(s) that were tested in precedence order.

Local Address Address data is incomplete

An address was found to match the local address type code(s) that were tested in precedence order, however the address data was incomplete.

Student IDChanged ID - Prior Value was: xxxxxxxxx

The current Banner student ID has been changed from a prior value. The prior value - xxxxxxxxx - is supplied to help a manual checking process in LMS.

Last NameChanged Name - Prior Value was: nnnnnnn

The current Banner student Last Name has been changed from a prior value. The prior value - nnnnnnn... - is supplied to help a manual checking process in LMS.

Disbursement Feed Report Sample

02/09/03 11:02 AM		Banner University Loan Management System Disbursement Feed Report					PAGE 1
		Batch Reference: B00001 Institution Code: 01					RPBLMID
Seq#	Transaction / Comment Text		Date	Amount	Fund	Borrower	
	-----1-----	-----2-----3-----4-----5-----6-----7-----8-----9					
	1234567890123456789012345678901234567890123456789012345678901234567890						
			11/30/02	-\$500.00	PERK	Gibson, Patricia L	
	Local Address Address was not found						
0001	501601000015	Gibson, Patricia L	Fort Myers	FL33934			
0002	502601000015	1269 Bassette Bridge					
0003	503601000015	FP					
0004	532601000015	PERK011130930050000C		941			
			11/30/02	\$500.00	PERK	Gibson, Patricia L	
	Local Address Address was not found						
0005	501601000015	Gibson, Patricia L	Fort Myers	FL33934			
0006	502601000015	1269 Bassette Bridge					
0007	503601000015	FP					
0008	531601000015	PERK011130930050000D		941			
0000	510FAMTOLMS020994B94001001000000008DSYYBANNER FA TO LMS			01	00000000		

02/09/03 11:02 AM

Banner University
Loan Management System Disbursement Feed Report

PAGE 2
RPBLMID

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMID
Report Sequence Number: 16911
Aid Year: 0203
Term Code: 199401
Term Code (LMS): 941
Institution Code: 01
Batch Reference: B94001
Address Type Code(s) for Permanent Address:
Address Type Code(s) for Local Address:
Billing Address Control:
Selection ID:
Application Code:
Creator ID:
Begin Disbursement Date:
Fund Code: PERK
Line Count: 55

Count of Records Processed: 2

LMS Interface Enrollment Extract (RPBLMIE)

Description The LMS Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (SunGard Higher Education Plus) CLM. The program produces a report of the feed data, and also indicates any problematic data encountered.

Parameters	Name	Required?	Description
	Current Term Code	Yes	A valid six-digit Banner Term Code must be entered. Enrollment data is for the term represented by this code.
	Base Term Code	Yes	A valid six-digit Banner Term Code must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the term represented by this code.
	Low Enrollment Control	Yes	Do you consider less than half-time students as (E)nrolled or (N)ot-enrolled? Enter <i>E</i> or <i>N</i> according to your policy/procedural requirement.
	Report Selection Query ID	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
	Application Code	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
	Creator ID of Selection ID	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
	Select Only Students with Loans	Yes	Restrict enrollment data to only those students with loans, Y or N. Enter Y if enrollment data is to be obtained for only those students who have institutional loan disbursements on file, that is, in the on-line Banner data base. The default is N.
	Loan Fund Code	No	If entered and parameter 07 is Y, restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).
	User ID	No	This is the ID of the person who used the population rules.
	Primary ID Source	Yes	This is the (B)anner ID or (S)ocial Security Number.

Enrollment Extract Report Sample

02/09/03 12:02 PM

Banner University
Enrollment Data Report for Loan Management System

PAGE 1
RPBLMIE

ID	NAME	CURRENT STATUS	LAST TERM	HOURS	GRAD TERM	GRAD DATE	WITHDRAW CODE	WITHDRAW DATE
123	Anderson, Abigail A.	N	199302	3.00	199502	93/05		
204000001	Anderson, Caroline M.	N	199302	0.00				
909000001	Arroyo, Alejandro A.	E	199401	39.00		97/06		
909000002	Barnes, Bartholomew B.	E	199401	7.00				
210000002	Benson, David	E	199401	15.00				
467798301	Borrows, John P.	E	199401	14.00				
178560001	Brock, James	E	199401	7.00				
234	Carretta, Joseph A.	E	199401	4.00				
600400006	Cook, Lisa	N	199302	8.12				
844898789	Coyle, Patricia J.	E	199401	6.00				
MARGARET	Dixon, David D.	E	199401	15.00				
208000008	Douglas, Richard	N	199302	3.00				
909000005	Egloff, Elizabeth E.	E	199401	25.00				
@00000139	Finley, Stuart	N	199302	4.00				
201000016	Goodrich, Dwight	E	199401	4.00				
600400011	Iceburg, Megan	E	199401	8.06				
204000007	Jackson, Hope M.	E	199401	4.00				
178560000	Jackson, Samantha-Jayne T.	E	199401	4.00				
601000010	Johnson, Judy A.	E	199401	6.00		94/05		
208000010	Johnson, Michael	E	199401	3.00				
202508070	Jones, Bryan J.	E	199401	7.00				
601000011	Jones, Kathy R.	E	199401	3.00				
204000002	Knipe, Gunther H.	N	199302	0.00				
204000006	Kuo, John O.	E	199401	0.00				
601000005	Livingston, John S.	E	199401	6.00				
311111111	MacSherry, Allison	E	199401	10.00	199601	97/06		
210000000	McDonald, DA1	N	199302	0.00				
@00000345	Miller, Jeff	E	199401	4.00				
208000002	Morgan, Denise M.	E	199401	7.00				
204000004	Napolineskiwichency, Stefanieous	E	199401	3.00				
601000004	North, Alice R.	E	199401	5.00				
@00000213	Rocci, Anthony	E	199401	14.00				
601000013	Rogers, Mike C.	E	199401	4.00				
208000003	Sanchez, Ronald	E	199401	3.00				
209500001	Smith, Thomas	N	199302	5.00				
601000001	Steen, Ralph F.	E	199401	5.00				
601000033	Stosal, Frank	E	199401	6.00				
@00000212	Thomas, Daniel J.	E	199401	14.00				
204000005	VanDecamp, Laurie M.	E	199401	3.00				

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Banner University
Enrollment Data Report for Loan Management System

PAGE 2
RPBLMIE

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
Report Sequence Number: 16924
Current Term Code: 199401
Base Term Code: 199302
Low Enrollment Control: E
Selection ID:
Application Code:
Creator ID:
Select only students with loans: N
Loan Fund Code:
Line Count: 55

Count of Records Processed: 47





Introduction

This chapter contains information about reports generated by Banner Financial Aid. It includes the following sections:

Naming Conventions	An explanation of Banner report seven-character code naming conventions.
--------------------	--

Reports	For most report, two sections are provided: a description page and a report sample.
---------	---

The *description page* provides the report's seven-character name and identifier, and contains the following headings:

Description	A brief explanation of the report's contents
-------------	--

Parameters	For each parameter, lists the parameter number, name, valid values or the source form for valid values, and comments regarding the parameter
------------	--

The *report sample* provides you with a picture of the report. Most reports include the following pages:

Data page(s)	Detailed, itemized report data
--------------	--------------------------------

Summary page	Grand totals of all data categories
--------------	-------------------------------------

Report Control Information	Includes a list of the parameters established when the report was requested and a total record count for the report
----------------------------	---

The sample reports are presented in alphabetical order by the report's seven-character name.

For information on how to run a report, see the *Job Submission* chapter of the General User Guide.

Naming Conventions

The names of all Banner reports and processes are seven characters in length and use the following convention.

Position Locations:	R	B	R	B	C	M	P
	1	2	3	4	5	6	7

Note

SunGard Higher Education has reserved the letters *W*, *Y*, and *Z* for the first two characters of all client-developed forms and reports.

For client-developed new applications built to co-exist with Banner applications, *W*, *Y*, and *Z* is used as the first character.

For client-developed forms, reports, tables, or modules used within an Banner application, the SunGard Higher Education system identifier is used as the first character (i.e., *R* = Financial Aid, etc.), and *W*, *Y*, and *Z* is used as the second character. ■

Position 1: Identifies the primary system owning the report as:

<i>A</i>	=	Advancement
<i>F</i>	=	Finance
<i>G</i>	=	General
<i>N</i>	=	Position Control
<i>P</i>	=	Human Resources
<i>R</i>	=	Financial Aid
<i>S</i>	=	Student
<i>T</i>	=	Accounts Receivable

If **W**, **Y**, or **Z** appears as the first character of the report name, refer to **Note** (above).

Position 2: Identifies the primary module owning the report as:

<i>B</i>	=	Budgeting
<i>C</i>	=	Record Creation
<i>E</i>	=	Electronic Data Exchange (EDE)
<i>F</i>	=	Funds Management
<i>H</i>	=	History and Transcripts
<i>J</i>	=	Student Employment
<i>L</i>	=	Logging
<i>N</i>	=	Need Analysis
<i>O</i>	=	Common Functions
<i>P</i>	=	Packaging and Disbursements

<i>R</i>	=	Requirements Tracking
<i>S</i>	=	Student System Shared Data

If **W**, **Y**, or **Z** appears as the second character of the report name, refer to **Note** (above).

Position 3: Identifies the type of report or process as:

<i>B</i>	=	Batch Mode only
<i>E</i>	=	Either Batch or Online Mode
<i>O</i>	=	Online Mode only
<i>R</i>	=	Report

Positions 4 - 7: Identifies the unique four-character abbreviation of the report name.

For example, the derivation of RBRBCMP (Budget Component Report) is:

<i>R</i>	=	Financial Aid
<i>B</i>	=	Budgeting
<i>R</i>	=	Report
<i>BCMP</i>	=	Budget Component listing

Report and Process Descriptions

The rest of this chapter provides the following reports and process descriptions:

- [“Athletic Grant Term Roll Process \(RAPAGRL\)” on page 4-9](#)
- [“Athletic Aid Discrepancy Report \(RARATAD\)” on page 4-11](#)
- [“Applicant Budget Report \(RBRABUD\)” on page 4-13](#)
- [“Budget Component Report \(RBRBCMP\)” on page 4-17](#)
- [“Financial Aid CSS Data Load Part 1 Process \(RCBCTxx\)” on page 4-22](#)
- [“Financial Aid EDE Data Load Part 1 Process \(RCBTPxx\)” on page 4-26](#)
- [“FA CSS Data Load Part 1 \(\(RCPCTxx\)\)” on page 4-30](#)
- [“Financial Aid Data Load Table Deletes Process \(RCPDTMP\)” on page 4-33](#)
- [“Copy IM Data to FM Process \(RCPIMFM\)” on page 4-36](#)
- [“Financial Aid Data Load Part 2 Process \(RCPMTCH\)” on page 4-38](#)
- [“Financial Aid Data Load Part 3 Process \(RCRTPxx\)” on page 4-42](#)
- [“ISIR Correction/Request Process \(REBCDxx\)” on page 4-51](#)

- [“CAL MIS Extract Process \(RERCALX\)” on page 4-56](#)
- [“2009-2010 COD Print Process \(RERCD10\)” on page 4-61](#)
- [“2010-2011 Correction Error Report \(RERCE11\)” on page 4-70](#)
- [“ISIR Corr/Request Control Report \(RERCRCR\)” on page 4-72](#)
- [“2009-2010 COD Extract Process \(REREX10\)” on page 4-88](#)
- [“Grant File Import Process \(RERFI10\)” on page 4-98](#)
- [“Grant COD Miscellaneous Report \(RERGRNT\)” on page 4-104](#)
- [“2009-2010 COD Import Process \(RERIM10\)” on page 4-118](#)
- [“2008-2009 COD 3.0b File Import \(RERIM3B\)” on page 4-125](#)
- [“COD Import/Export Report \(RERIMEX\)” on page 4-126](#)
- [“ISIR Print Process \(RERISxx\)” on page 4-142](#)
- [“2009-2010 Grant Origination Creation Process \(REROR10\)” on page 4-153](#)
- [“Fund Balance Roll Process \(RFPFBRL\)” on page 4-159](#)
- [“Account Balance Report \(RFRABAL\)” on page 4-163](#)
- [“Fund Budget Report \(RFRBUDG\)” on page 4-168](#)
- [“Fund Description Report \(RFRFUND\)” on page 4-171](#)
- [“Simulation Fund Balance Report \(RFRSBAL\)” on page 4-174](#)
- [“Applicant Comments Report \(RHRCOMM\)” on page 4-177](#)
- [“Applicant Comments Purge Process \(RHRPCOM\)” on page 4-181](#)
- [“Authorization Report \(RJRAUTH\)” on page 4-184](#)
- [“Pay Period Report \(RJRDPPR\)” on page 4-187](#)
- [“Payroll Load Process \(RJRLLOAD\)” on page 4-190](#)
- [“Payroll Exception Report \(RJRPAYE\)” on page 4-194](#)
- [“Earnings Control Report \(RJRSEEC\)” on page 4-197](#)
- [“Award/Tracking Letter Indicator Reset Process \(RLRLETR\)” on page 4-202](#)
- [“Need Analysis Logging Report \(RLRLOGG\)” on page 4-204](#)
- [“Need Analysis Calculation Process \(RNEINxx\)” on page 4-206](#)
- [“Transfer Monitoring Application Creation Process \(RNRTMAC\)” on page 4-208](#)
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- [“Verification Discrepancy Report \(RNRVRFY\)” on page 4-221](#)
- [“Automatic Rule Compilation Process \(ROOGSOL\)” on page 4-226](#)
- [“Update Batch Post Categories \(ROPPCAT\)” on page 4-227](#)
- [“Financial Aid New Year Roll Process \(ROPROLL\)” on page 4-229](#)
- [“SAP Assignment Process \(ROPSAPR\)” on page 4-232](#)
- [“Financial Aid Term Roll Process \(ROPTERM\)” on page 4-234](#)
- [“User-Defined Data Process \(ROPUSER\)” on page 4-235](#)
- [“Audit Log Report \(RORALOG\)” on page 4-236](#)
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- [“Financial Aid E-mail Process \(ROREMAL\)” on page 4-262](#)
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- [“Automatic Group Assignment Process \(RORGRPS\)” on page 4-281](#)
- [“Financial Aid High School Data Posting Process \(RORHSDP\)” on page 4-287](#)
- [“Logging Activity Archive/Purge Process \(RORLOGA\)” on page 4-290](#)
- [“Financial Aid Registration Report \(RORREGS\)” on page 4-296](#)
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- [“Packaging Print Process \(RPBPDRV\)” on page 4-315](#)
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- [“Packaging Process \(RPEPKG\)” on page 4-323](#)
- [“Pell Calculation Process \(RPEPELL\)” on page 4-329](#)
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- [“Web Applicant Info Process \(RPPINFO\)” on page 4-333](#)
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- [“Applicant Disbursement Report \(RPRADSB\)” on page 4-337](#)
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- [“Applicant Award Report \(RPAWRD\)” on page 4-344](#)
- [“Award Cancellation Process Report \(RPRCNCL\)” on page 4-356](#)
- [“Direct Loan Compare Extract Process \(RPRCP10\)” on page 4-359](#)
- [“Disbursement Schedule Date Update Process \(RPRDDUP\)” on page 4-362](#)
- [“Promissory Note Manifest \(RPRDLPM\)” on page 4-364](#)
- [“Disclosure Statement Print Process \(RPRDSPT\)” on page 4-371](#)
- [“2009-2010 Direct Loan Flat-File Upload \(RPRDU10\)” on page 4-376](#)
- [“EFT/Disbursement Roster Upload Process \(RPREFTL\)” on page 4-389](#)
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- [“Electronic Loan Application Process \(RPRELAP\)” on page 4-394](#)
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- [“Grant Calculation Process \(RPRGRNT\)” on page 4-418](#)
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- [“Simulation Award Report \(RPRSAWD\)” on page 4-454](#)
- [“Financial Aid Student Billing Payment Report \(RPRSBPR\)” on page 4-456](#)
- [“SMART Grant Eligibility Report \(RPRSMRT\)” on page 4-461](#)
- [“Short-Term Credits Report \(RPRSTCR\)” on page 4-465](#)
- [“Return of Title IV Calculation Process \(RPRTIVC\)” on page 4-467](#)

- [“Return of Title IV Funds Withdrawal Calculation Report \(RPRTIVI\)” on page 4-474](#)
- [“Return of Title IV Funds Recipient Withdrawn Status Report \(RPRTIVR\)” on page 4-480](#)
- [“VA Benefits on FAFSA Report \(RPRVABN\)” on page 4-486](#)
- [“Validate Award Process \(RPRVAWD\)” on page 4-489](#)
- [“Disbursement Validation Report \(RPRVDIS\)” on page 4-493](#)
- [“Applicant Requirements Report \(RRRAREQ\)” on page 4-497](#)
- [“Exit Interview Requirements Process \(RRREXIT\)” on page 4-502](#)
- [“Data Discrepancies Report \(RSRDSCP\)” on page 4-509](#)
- [“Financial Aid Enrollment Hours Process \(SRENRL\)” on page 4-514](#)



Athletic Grant Term Roll Process (RAPAGRL)

Description Use this new process to roll athletic grant term information on RAASPTM from one term to the next. The following are the process parameters. When the Term parameter (Parameter 04) is R, then the Number of Terms field on RAASPTM is incremented by 1. When it is equal to S, then the Summer Terms field is incremented by 1.



Note

When this process is run in Audit mode, the output will indicate the potential number of rollable records and non-rollable records. When run in Update mode, the actual number of rolled or non-rolled records will be indicated.

Parameters	Name	Required?	Description	Values
	From Term	Yes	Term Code from which athletic grant information is to be rolled.	LOV: STVTERM Default = blank
	To Term	Yes	Term Code to which athletic grant information is to be rolled.	LOV: STVTERM Default = blank
	Sport Code	No	Financial Aid sport code	LOV: RTVFASP Default = blank
	Term	Yes	Term type to be created	R = Regular Term S = Summer Default = R
	Athlete's Actual Grant – Term	No	Roll Athlete's Actual Grant – Term Amount.	Y = Yes N = No Default = N
	Run Mode	Yes	Run in (A)udit or [U]pdate mode.	A = Audit U = Update Default = U
	Sort Option	No	Sort report by [N]ame or (I)d.	N = Name I = ID Default = N
	Application ID	No	General area for which the selection ID was defined.	LOV: GLIAPPL Default = blank
	Selection ID	No	Code that identifies the sub-population to work with.	LOV: GLISLCT Default = blank

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	No	The ID of the person creating the sub-population rules.	Default = blank
	User ID	No	The ID of the person using the sub-population rules.	Default = blank

Athletic Grant Term Roll Sample

09-SEP-2008 12:25:34 PM	SUNGARDHE University ATHLETIC GRANT TERM ROLL PROCESS REPORT			PAGE 1 RAPAGRL
NAME	ID	FA Sport	Description	Status
Kichline, Jojo	999656565	MF-TRACK	Men's Fall Track	Athletic Data rolled.

09-SEP-2008 12:25:34 PM	SUNGARDHE University ATHLETIC GRANT TERM ROLL PROCESS REPORT			PAGE 2 RAPAGRL
* * * REPORT CONTROL INFORMATION * * *				
Program Name.....: RAPAGRL				
Version.....: 8.2				
Report Sequence Number.....: 200407				
From Term.....: 200910				
To Term.....: 200930				
Sport Code.....: MF-TRACK				
Term.....: R				
Athlete's Actual Grant - Term Amount.....: Y				
Run Mode.....: U				
Sort Option.....: N				
Application Id.....: FINAID				
Selection Id.....: MANUAL				
Creator Id.....: MKICHLIN				
User Id.....: MKICHLIN				
Line Count.....: 55				
Number of records rolled.....: 1				
Number of records not rolled.....: 0				
Total pages Printed.....: 2				
***** END OF REPORT *****				

Athletic Aid Discrepancy Report (RARATAD)

Description Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated since this information was originally reported to Athletics.

Parameters	Name	Required?	Description	Values
	Term	Yes	Term Code from which athletic grant discrepancy information is to be reported.	LOV: STVTERM Default = blank
	Sport Code	No	Financial Aid sport code	LOV: RTVFASP Default = blank
	Sort Option	No	Sort report by [N]ame or (I)d.	N = Name I = ID Default = N
	Application ID	No	General area for which the selection ID was defined.	LOV: GLIAPPL Default = blank
	Selection ID	No	Code that identifies the sub-population to work with.	LOV: GLISLCT Default = blank
	Creator ID	No	The ID of the person creating the sub-population rules.	Default = blank
	User ID	No	The ID of the person using the sub-population rules.	Default = blank

Athletic Aid Discrepancy Report Sample

09-SEP-2008 12:41:48 PM

SUNGARDHE University ATHLETIC AID DISCREPANCY REPORT

PAGE 1
RARATAD

NAME	ID	Term	FA Sport	Type	Code	Actual	Reported
Kichline, Jojo	999656565	200910	MF-TRAC	Inst. Award	MKGRNT	4,000.00	5,000.00
				Resource	VA30	2,000.00	1,000.00

09-SEP-2008 12:41:48 PM

SUNGARDHE University ATHLETIC AID DISCREPANCY REPORT

PAGE 2
RARATAD

* * * REPORT CONTROL INFORMATION * * *

Program Name.....: RARATAD
 Version.....: 8.2

 Report Sequence Number.....: 200416
 Term.....: 200910
 Sport Code.....:
 Sort Option.....: N

 Application Id.....: FINAID
 Selection Id.....: MANUAL
 Creator Id.....: MKICHLIN
 User Id.....: MKICHLIN

 Line Count.....: 55

 Number of students with discrepant records....: 1
 Number of discrepant records.....: 2

 Total pages Printed.....: 2

***** END OF REPORT *****

Applicant Budget Report (RBRABUD)

Description The Applicant Budget Report prints applicant budget information based on specified parameters.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Aid Period Code	No	You can optionally enter an aid period code. If you enter an aid period code, you can restrict the information on this report to only include information relevant to this aid period.	Aid Period Validation form (RTVAPRD)
	Budget Group Code	No	You can optionally enter a budget group code. If you enter a budget group code, you can restrict the information on this report to only include information relevant to this group code.	Budget Group Validation form (RTVBGRP)
	Budget Type Code	No	You can optionally enter a budget type code. If you enter a budget type code, you can restrict the information on this report to only include information relevant to this budget type.	Budget Type Validation form (RTVBTYPE)
	Campus Based Type Indicator	No	If this optional parameter is used, enter a Y for the value.	Y

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Pell Type Indicator	No	You define each budget on the RTVBTYPE form as Campus Based, Pell, Institutional, State, or Other when you enter a <i>Y</i> in the respective indicator. If you optionally enter a <i>Y</i> for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a <i>Y</i> in the Pell field on the RTVBTYPE form.	Budget Type Validation form (RTVBTYPE)
	Institutional Type Indicator	No	You define each budget on the RTVBTYPE form as Campus Based, Pell, Institutional, State, or Other when you enter a <i>Y</i> in the respective indicator. If you optionally enter a <i>Y</i> for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a <i>Y</i> in the Pell field on the RTVBTYPE form.	Budget Type Validation form (RTVBTYPE)
	State Type Indicator	No	You define each budget on the RTVBTYPE form as Campus Based, Pell, Institutional, State, or Other when you enter a <i>Y</i> in the respective indicator. If you optionally enter a <i>Y</i> for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a <i>Y</i> in the Pell field on the RTVBTYPE form.	Budget Type Validation form (RTVBTYPE)
	Other Type Indicator	No	You define each budget on the RTVBTYPE form as Campus Based, Pell, Institutional, State, or Other when you enter a <i>Y</i> in the respective indicator. If you optionally enter a <i>Y</i> for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a <i>Y</i> in the Pell field on the RTVBTYPE form.	Budget Type Validation form (RTVBTYPE)
	Year in College	No	If this optional parameter is used, enter a number from 0 - 9.	0 - 9

Parameters (cont)	Name	Required?	Description	Values
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	User Identification Control form (GUAIDEN)
	User ID of Selection ID	No	The ID of the person using the sub-population rules.	

Applicant Budget Report Sample

27-JAN-2010 10:46 AM		Ban Sys Tst		PAGE		1		
AID YEAR: 1011 2010 - 2011 Financial Aid Year		Applicant Budget Report		RBRABUD				
STUDENT'S NAME		ID	AID PERIOD	% OF YEAR	PELL % OF YEAR	BUDGET GROUP	YR IN SCH	LOAD
Kichline, Barry		998990026	FA/SPR	100.000	100.000	UGOSOF	1	
BUD TYPE CD: CAMP TYPE IND: CAMP		TOT BUD: \$19,400.00		BUD TYPE CD: PELL	TYPE IND: PELL		TOT BUD: \$19,400.00	
Kichline, Mango		001990024	FA/SPR	100.000	100.000	GROSOF	8	
BUD TYPE CD: CAMP TYPE IND: CAMP		TOT BUD: \$20,900.00		BUD TYPE CD:	TYPE IND:		TOT BUD:	
27-JAN-2010 10:46 AM		Ban Sys Tst		PAGE		2		
AID YEAR: 1011 2010 - 2011 Financial Aid Year		Applicant Budget Report		RBRABUD				
THE FOLLOWING STUDENTS DID NOT MEET THE SELECTION CRITERIA FOR ANY GROUP ON THIS RUN AND WERE PLACED IN THE DEFAULT GROUP (IF ONE WAS ESTABLISHED)								
STUDENT'S NAME		ID						
Kichline, Britney		005990025						
Kichline, Chase		098990021						
27-JAN-2010 10:46 AM		Ban Sys Tst		PAGE		3		
AID YEAR: 1011 2010 - 2011 Financial Aid Year		Applicant Budget Report		RBRABUD				
REPORT SUMMARY								
GROUP CODE	DESCRIPTION	ACTIVE	PRIORITY NUMBER	NUMBER OF STUDENTS				
GROSOF	Graduate Non-res Off Campus	Y	55	1				
UGINON	Undergrad Resident On Campus	Y	15	2				
UGOSOF	Undergrad Non-res Off Campus	Y	25	1				
TOTAL STUDENTS:				-----	4			

27-JAN-2010 10:46 AM
AID YEAR: 1011 2010 - 2011 Financial Aid Year

Ban Sys Tst
Applicant Budget Report

PAGE 4
RBRABUD

* * * REPORT CONTROL INFORMATION * * *

RPTNAME:	RBRABUD
Version#:	(8.0)
Report Sequence Number:	51880
Aid Year:	1011
Selection Identifier:	MANUAL
Application Code:	FINAID
Creator ID:	SYSTEST45
User ID:	SYSTEST45
Aid Period:	
Budget Group:	
Budget Type:	
Campus Indicator (Y/N):	
PELL Indicator (Y/N):	
Institution Indicator (Y/N):	
State Indicator (Y/N):	
Other Indicator (Y/N):	
Year In College:	
Line Count:	55
Record Count - Part One:	2
Record Count - Part Two:	2

Budget Component Report (RBRBCMP)

Description The Budget Component Report lists budget component amounts by budget group, budget type, and aid period.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Budget Group Code	No	You can optionally enter a budget group code. If you enter a budget group code, you can restrict the information on this report to only include information relevant to this group code.	Budget Group Validation form (RTVBGRP)
	Budget Type Code	No	You can optionally enter a budget type code. If you enter a budget type code, you can restrict the information on this report to only include information relevant to this budget type.	Budget Type Validation form (RTVBTYPE)
	Aid Period Code	No	You can optionally enter an aid period code. If you enter an aid period code, you can restrict the information on this report to only include information relevant to this aid period.	Aid Period Validation form (RTVAPRD)

Budget Component Report Sample

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AID YEAR: 1011 2010 - 2011 Financial Aid Year

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Budget Component Report

PAGE 1
RBRBCMP

GROUP CODE	DESCRIPTION	TYPE CODE	DESCRIPTION	AID PERIOD	DESCRIPTION	% OF YEAR	PELL % OF YEAR
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FA/SPR	Fall-Spring Semesters	100.000	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$20,000.00			
	20 R+B		Room and Board	\$9,000.00			
	30 B+S		Books and Supplies	\$1,000.00			
	50 PERS		Personal Expenses	\$950.00			
	60 TRAN		Transportation	\$600.00			
			TOTAL:	\$31,550.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FA/SU1	Fall-Summer1	75.000	75.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$7,125.00			
	20 R+B		Room and Board	\$2,663.00			
	30 B+S		Books and Supplies	\$563.00			
	50 PERS		Personal Expenses	\$713.00			
	60 TRAN		Transportation	\$450.00			
			TOTAL:	\$11,514.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FA/SU2	Fall-Summer2	75.000	75.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$7,125.00			
	20 R+B		Room and Board	\$2,663.00			
	30 B+S		Books and Supplies	\$563.00			
	50 PERS		Personal Expenses	\$713.00			
	60 TRAN		Transportation	\$450.00			
			TOTAL:	\$11,514.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FALL	Fall Semester	50.000	50.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$4,750.00			
	20 R+B		Room and Board	\$1,775.00			
	30 B+S		Books and Supplies	\$375.00			
	50 PERS		Personal Expenses	\$475.00			
	60 TRAN		Transportation	\$300.00			
			TOTAL:	\$7,675.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FAS1S2	Fall-Summer1-Summer2	99.999	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$9,500.00			
	20 R+B		Room and Board	\$3,550.00			
	30 B+S		Books and Supplies	\$750.00			
	50 PERS		Personal Expenses	\$950.00			
	60 TRAN		Transportation	\$600.00			
			TOTAL:	\$15,350.00			

GROUP CODE	DESCRIPTION	TYPE CODE	DESCRIPTION	AID PERIOD	DESCRIPTION	% OF YEAR	PELL % OF YEAR
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FSS1S2	Fall-Spring-Summer1-Summer2	150.000	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$14,250.00			
	20 R+B		Room and Board	\$5,325.00			
	30 B+S		Books and Supplies	\$1,125.00			
	50 PERS		Personal Expenses	\$1,425.00			
	60 TRAN		Transportation	\$900.00			
			TOTAL:	\$23,025.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FSSU1	Fall-Spring-Summer1	125.000	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$11,875.00			
	20 R+B		Room and Board	\$4,438.00			
	30 B+S		Books and Supplies	\$938.00			
	50 PERS		Personal Expenses	\$1,188.00			
	60 TRAN		Transportation	\$750.00			
			TOTAL:	\$19,189.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	FSSU2	Fall-Spring-Summer2	125.000	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$11,875.00			
	20 R+B		Room and Board	\$4,438.00			
	30 B+S		Books and Supplies	\$938.00			
	50 PERS		Personal Expenses	\$1,188.00			
	60 TRAN		Transportation	\$750.00			
			TOTAL:	\$19,189.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SPRING	Spring Semester	50.000	50.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$4,750.00			
	20 R+B		Room and Board	\$1,775.00			
	30 B+S		Books and Supplies	\$375.00			
	50 PERS		Personal Expenses	\$475.00			
	60 TRAN		Transportation	\$300.00			
			TOTAL:	\$7,675.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SPS1S2	Spring-Summer1-Summer2	99.999	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$9,500.00			
	20 R+B		Room and Board	\$3,550.00			
	30 B+S		Books and Supplies	\$750.00			
	50 PERS		Personal Expenses	\$950.00			
	60 TRAN		Transportation	\$600.00			
			TOTAL:	\$15,350.00			

GROUP CODE	DESCRIPTION	TYPE CODE	DESCRIPTION	AID PERIOD	DESCRIPTION	% OF YEAR	PELL % OF YEAR
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SPSU1	Spring-Summer1	75.000	75.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$7,125.00			
	20 R+B		Room and Board	\$2,663.00			
	30 B+S		Books and Supplies	\$563.00			
	50 PERS		Personal Expenses	\$713.00			
	60 TRAN		Transportation	\$450.00			
			TOTAL:	\$11,514.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SPSU2	Spring-Summer2	75.000	75.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$7,125.00			
	20 R+B		Room and Board	\$2,663.00			
	30 B+S		Books and Supplies	\$563.00			
	50 PERS		Personal Expenses	\$713.00			
	60 TRAN		Transportation	\$450.00			
			TOTAL:	\$11,514.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SUISU2	Summer1-Summer2	50.000	50.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$4,750.00			
	20 R+B		Room and Board	\$1,775.00			
	30 B+S		Books and Supplies	\$375.00			
	50 PERS		Personal Expenses	\$475.00			
	60 TRAN		Transportation	\$300.00			
			TOTAL:	\$7,675.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SUMMR1	Summer 1 Semester	25.000	25.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$2,375.00			
	20 R+B		Room and Board	\$888.00			
	30 B+S		Books and Supplies	\$188.00			
	50 PERS		Personal Expenses	\$238.00			
	60 TRAN		Transportation	\$150.00			
			TOTAL:	\$3,839.00			
UGINON	Undergrad Resident On Campus	CAMP	Campus based	SUMMR2	Summer 2 Semester	25.000	25.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$2,375.00			
	20 R+B		Room and Board	\$888.00			
	30 B+S		Books and Supplies	\$188.00			
	50 PERS		Personal Expenses	\$238.00			
	60 TRAN		Transportation	\$150.00			
			TOTAL:	\$3,839.00			

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 Budget Component Report

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 RBRBCMP

GROUP CODE	DESCRIPTION	TYPE CODE	DESCRIPTION	AID PERIOD	DESCRIPTION	% OF YEAR	PELL % OF YEAR
UGINON	Undergrad Resident On Campus	PELL	Pell Based	FA/SPR	Fall-Spring Semesters	100.000	100.000
	PRINT ORDER COMPONENT CD		DESCRIPTION	VALUE			
	10 T+F		Tuition and Fees	\$9,500.00			
	20 R+B		Room and Board	\$3,550.00			
	30 B+S		Books and Supplies	\$750.00			
	50 PERS		Personal Expenses	\$950.00			
	60 TRAN		Transportation	\$600.00			
TOTAL:				\$15,350.00			

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 Budget Component Report

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 RBRBCMP

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RBRBCMP
 VERSION#: (8.0)
 REPORT SEQUENCE NUMBER: 51882
 AID YEAR: 1011
 BUDGET GROUP: UGINON
 BUDGET TYPE:
 AID PERIOD:
 LINE COUNT: 55
 RECORD COUNT: 16

Financial Aid CSS Data Load Part 1 Process (RCBCTxx)

Description

The parameters for the CSS Data Load - Part 1 are similar to the Financial Aid EDE Data Load - Part 1 process. The RCBCTxx process substitutes for the RCBTPxx process as step 1 in the data load procedure when you load CSS PROFILE records. Like the RCBTPxx process, the RCBCTxx process stores this information in temporary Oracle tables, which are then used by the RCPMTCH (Financial Aid Matching Process) and RCRTTPxx (database load process) programs to complete the data load process.

The *xx* in the last two positions of the program name indicates the aid year for which the program is designed. The program is year-specific because financial aid processor application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are not year-specific; columns are merely added to these tables as necessary on a year-to-year basis.



Note

Refer to the *Data Load Procedures* section of the *Processing chapter* for more information concerning the entire data load process. ■



Note

Existing fields with modified content are included, but in most cases the change in valid content does not impact the Dataload process. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Data Source for CSS	Yes	The only valid value for this parameter is CSS.	Interface Data Code Validation form (RTVINFC)
	Data Delivery Method	Yes	Identifies delivery method.	<i>D</i> Electronic Data Delivery
	Generate ID/Use SSN Indicator	Yes	When this parameter value is set to <i>S</i> , the student ID will be created using the social security number (SSN); when this value is <i>G</i> , a new ID will be generated. The Generate ID/Use SSN parameter option enables Banner to generate an ID for a new person, or use the SSN as the ID. If SSNs are used as IDs and duplicate IDs are found, the SSN will be used on the first person and generated IDs will be used for the duplicates.	<i>G</i> Generate <i>S</i> Use SSN (default)
	Recalculate Need Indicator	Yes	When this parameter value is set to <i>Y</i> , all new applicant records will be created with their Recalculate Need indicator set to <i>Y</i> , indicating that their need will be recalculated the next time the Need Analysis process is performed.	<i>Y</i> Recalc (default) <i>N</i> No Recalc
	Address Type Code	Yes	This parameter determines the address type that you want to use for a student.	Address Type Validation form (STVATYP)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Telephone Type Code	Yes	<p>If the STVATYP table has a Telephone Type code associated with the requested Address Type code, Banner uses that Telephone Type code to create the telephone record. The Address Type code and address sequence number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type. In this case, the value for the new telephone type parameter is ignored.</p> <p>If the STVATYP table has no Telephone Type code associated with the requested Address Type code, Banner uses the Telephone Type code defined as the input parameter. The Telephone Type code is validated against the STVTELE table. The telephone record is created with this validated Telephone Type code. The Address Type code and Address Sequence Number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type.</p>	
	Starting Record Number	Yes	This parameter contains the record number for the restart process.	0 - 99,999
	Email Address Type Code	No	The email address type you want to use for a student.	E-mail Address Type Validation form (GTVEMAL)



Note

Banner adds address and telephone records on new students (not currently in the database). Also, parameters for Financial Aid Dataload, Part 3 (RCRTPxx) determine whether to update address, telephone, and email for existing student records if the Type does not already exist. ■

Financial Aid CSS Data Load Part 1 Process Sample

```
Log file for program RCBCT03
=====
Program Version = 6.2

Command Line Parameters:
  User Id   = smagrone
  Password  = ????????
  ONE-UP-NO = 978335
  Jobname   = RCBCT03

CONNECTED TO ORACLE RDBMS
on 26-OCT-2001 at 01:40:36

Job Submission Parameters:
  Parm 1 = 0203
  Parm 2 = CSS
  Parm 3 = D
  Parm 4 = S
  Parm 5 = N
  Parm 6 = BI
  Parm 7 = PR
  Parm 8 = 00000001
  Parm 9 =

WARNING STVATYP Phone Type for Address Type was used
Phone Type entered was ignored
Address Type/Phone Type = BI

Number of records read from input data: 00000010
Number of data records skipped/dropped: 00000000
Number of applicants loaded to tables: 00000010

HALT 999, NORMAL EOJ
Connected.

Job Summary
-----
Job Name....: rcbct03.shl
Number.....: 978335
Submit Date: 26-Oct-2003
Submit Time: 01:40:33 PM
Database....: B40
Userid.....: smagrone
Printer.....: DATABASE
Directory...: /u/designer/smagrone/jobsub
```

Financial Aid EDE Data Load Part 1 Process (RCBTPxx)

Description The data load process loads financial aid applicant records into Banner Financial Aid from external sources via electronic media. This information is stored in temporary Oracle tables (loaded by the RCBCTxx or RCBTPxx processes), which is then used by the RCPMTCH (Financial Aid Matching Process) and RCRTPxx (database load process) programs to complete the data load process.

The *xx* in the last two positions of the program name indicates the aid year for which the program is designed. The program is year-specific because financial aid processor application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are *not* year-specific; columns are merely added to these tables as necessary on a year-to-year basis.



Note

Refer to the *Data Load Procedures* section of the *Processing chapter* for more information concerning the entire data load process. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Data Source Code	Yes	The only valid value for this parameter is EDE.	Interface Data Code Validation form
	Data Delivery Method	Yes	Identifies delivery media	<i>D</i> Data Delivery Method
	Generate ID/ Use SSN Indicator	Yes	When this parameter value is set to <i>S</i> , the student ID will be created using the social security number (SSN); when this value is <i>G</i> , a new ID will be generated. The Generate ID/Use SSN Indicator parameter option enables Banner to generate an ID for a new person, or use the SSN as the ID. If SSNs are used as IDs and duplicate IDs are found, the SSN will be used on the first person and generated IDs will be used for the duplicates.	<i>G</i> Generated ID <i>S</i> Use SSN as ID (default)
	Recalculate Need Indicator	Yes	When this parameter value is set to <i>Y</i> , all new applicant records will be created with their Recalculate Need Indicator set to <i>Y</i> , indicating that their need will be recalculated the next time the Need Analysis process is performed.	<i>Y</i> Recalculate Need (default) <i>N</i> Do Not Recalculate Need
	Address Type Code	Yes	This parameter determines the address type that you want to use for a student.	Address Type Validation form (STVATYP)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Telephone Type Code	Yes	<p>If the STVATYP table has a Telephone Type code associated with the requested Address Type code, Banner uses that Telephone Type code to create the telephone record. The Address Type code and address sequence number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type. In this case, the value for the new telephone type parameter is ignored.</p> <p>If the STVATYP table has no Telephone Type code associated with the requested Address Type code, Banner uses the Telephone Type code defined as the input parameter. The Telephone Type code is validated against the STVTELE table. The telephone record is created with this validated Telephone Type code. The Address Type code and Address Sequence Number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type.</p>	Telephone Type Validation form (STVTELE)
	Starting Record Number	Yes	This parameter contains the record number for the restart process.	0 - 99,999
	Email Address Type Code	No	The email address type that should be created if it is a new student.	E-mail Address Type Validation form (GTVEMAL)



Note

Banner adds address and telephone records on new students (not currently in the database). Also, parameters for Financial Aid Dataload, Part 3 (RCRTPxx) determine whether to update address, telephone, and email for existing student records if the Type does not already exist. ■

Financial Aid EDE Data Load Part 1 Report Sample

If the EDE records you are loading are the result of an ISIR Datamart Query, the title of that Query is displayed.

```
=====
Log file for program RCBTP11
=====
Program Version = 8.6
Command Line Parameters:
  User Id   = mkichlin
  Password  = ????????
  ONE-UP-NO = 291531
  Jobname   = RCBTP11
CONNECTED TO ORACLE RDBMS
on 16-DEC-2009 at 10:39:57
Job Submission Parameters:
  Parm 1 = 1011
  Parm 2 = EDE
  Parm 3 = D
  Parm 4 = S
  Parm 5 = Y
  Parm 6 = PR
  Parm 7 = PR
  Parm 8 = 00000001
  Parm 9 = HOME

Number of records read from input data: 00000026
Number of data records skipped/dropped: 00000000
Number of applicants loaded to tables: 00000026

HALT 999, NORMAL E0J
Connected.
```

FA CSS Data Load Part 1 ((RCPCTxx))

Description RCPCTxx is used for data load. RCPCTxx parses the XML data supplied by CSS and passes it as parameters to a PL/SQL package called rckpi11.sql. The PL/SQL package validates the data and calls the p_create function of the appropriate temporary table API for the following database tables: RCRTMP1, RCRTMP2, RCRTMP3, RCRTMP4, RCRTMP5, RCRTMP6, ROTADDR, ROTIDEN, ROTPERS, RCTRECR, RPTCONT, ROTEMAL, and RCTRSRC.

Once the data is in the temporary tables, dataload part 2 (rcpmtch.pc) and dataload part 3 (rcrtpl1.pc) match and move the data into the permanent tables.



Note

Banner adds address and telephone records on new students (not currently in the database). Also, parameters for Financial Aid Dataload, Part 3 (RCRTPxx) determine whether to update address, telephone, and email for existing student records if the Type does not already exist. Processing Notes: SGHE strongly recommends the use of Generated IDs because of the possibility of CSS data records not containing SSNs. If you choose to use SSN for RCPCTxx and RCPMTCH, the students get generated with an ID of 0 and is marked as New or Hold. If marked as New, these students appear on the errs.lis output file of RCRTPxx and gets put into suspense on RCRSUSP, when you have the opportunity to create an ID for the students. There is a new value for Student Marital Status this year: 4 = Divorced or Widowed. For this value to load correctly in the 2010-2011 FA Dataload Part 1, a corresponding value must be added to the Interface Data Translation Rules form RCRTPTR to translate the new Financial Aid value to a corresponding Student system value for Marital Status. Failure to do so will cause the RCBTP11 process to abort whenever a value of 4 is received in the EDE data file. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code for 2010-1011	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Data Source for CSS	Yes	The only valid value for this parameter is CSS.	Interface Data Code Validation form (RTVINFC)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Generate ID/Use SSN Indicator	Yes	When this parameter value is set to <i>S</i> , the student ID will be created using the social security number (SSN); when this value is <i>G</i> , a new ID will be generated. The Generate ID/Use SSN parameter option enables Banner to generate an ID for a new person, or use the SSN as the ID. If SSNs are used as IDs and duplicate IDs are found, the SSN will be used on the first person and generated IDs will be used for the duplicates.	<i>G</i> Generate <i>S</i> Use SSN (default)
	Recalculate Need Indicator	Yes	When this parameter value is set to <i>Y</i> , all new applicant records will be created with their Recalculate Need indicator set to <i>Y</i> , indicating that their need will be recalculated the next time the Need Analysis process is performed.	<i>Y</i> Recalc (default) <i>N</i> No Recalc
	Permanent Address Type Code	Yes	This parameter determines the address type that you want to use for a student.	Address Type Code Validation (STVATYP)
	Permanent Telephone Type Code	Yes	<p>If the STVATYP table has a Telephone Type code associated with the requested Address Type code, Banner uses that Telephone Type code to create the telephone record. The Address Type code and address sequence number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type. In this case, the value for the new telephone type parameter is ignored.</p> <p>If the STVATYP table has no Telephone Type code associated with the requested Address Type code, Banner uses the Telephone Type code defined as the input parameter. The Telephone Type code is validated against the STVTELE table. The</p>	Telephone Type Validation (STVTELE)

Parameters (cont)	Name	Required?	Description	Values
	Email Address Type Code	No	The email address type you want to use for a student.	E-mail Address Type Validation form (GTVEMAL)
	Mailing Address Type Code			Address Type Code Validation (STVATYP)

FA CSS Data Load Part 1 Sample

31-DEC-2009 01:28:12 PM	ASUNGARD UNIVERSITY of BANNER		Page 1
Aid Year: 1011	CSS Import Process	RCPCT11	

CONTROL SUMMARY			

Program Name.....	RCPCT11		
Version.....	8.6		
Database Package Name.....	rckpi110		
Database Package Version.....	8.6		
One up Number.....	223063		
Aid Year Code.....	1011		
Data Source for CSS.....	CSS		
Generate ID/Use SSN.....	S		
Recalculate Need Analysis.....	Y		
Permanent Address Type Code.....	PR		
Permanent Telephone Type Code.....	PR		
Email Address Type Code.....	HOME		
Mailing Address Type Code.....	MA		
Number of Lines Per Page.....	55		
Number of applicants read.....	8		
Number of applicants dropped.....	0		
Number of applicants loaded to tables.....	8		

Financial Aid Data Load Table Deletes Process (RCPDTMP)

Description This process allows multi-year and multi-source processing by deleting everything in the temporary tables used in the data load process whenever the RCPDTMP process was executed.

Parameters	Name	Required?	Description	Values
	Aid Year Code	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Data Source Code	No	Enter a valid data source code.	Interface Data Code Validation form (RTVINFC)
	Delete Flagged Records Only?	Yes	Delete flagged records only?	<i>Y</i> Yes <i>N</i> No (default)

Financial Aid Data Load Table Deletes Process Sample

04-MAR-2002 01:38:06 PM	BANNER University	1
Aid Year: 0203	Data Load Table Delete Process	RCPDTMP

Rows deleted from RCRTMP1 : 6		
Rows deleted from RCRTMP2 : 6		
Rows deleted from RCRTMP3 : 6		
Rows deleted from RCRTMP4 : 6		
Rows deleted from RCRTMP5 : 0		
Rows deleted from RCRTMP6 : 0		
Rows deleted from RCTLDS1 : 0		
Rows deleted from RCTLDS2 : 0		
Rows deleted from RCTLDS3 : 0		
Rows deleted from RCTLDS4 : 6		
Rows deleted from RCTLDS5 : 0		
Rows deleted from RCTLDS6 : 36		
Rows deleted from RCTLDS7 : 0		
Rows deleted from RCTESAR : 6		
Rows deleted from ROTPERS : 6		
Rows deleted from ROTADDR : 6		
Rows deleted from RCTRECR : 6		
Rows deleted from RPTCONT : 6		
Rows deleted from RCTRSRC : 6		
Rows deleted from ROTSTAT : 6		
Rows deleted from ROTSAPR : 6		
Rows deleted from ROTEMAL : 6		

Rows deleted from ROTIDEN : 6
04-MAR-2002 01:38:06 PM
Aid Year: 0203

BANNER University
Data Load Table Delete Process

RCPDTMP²

CONTROL SUMMARY

Program Name	:RCPDTMP(5.1)
One up Number	:7391
Aid Year Code	:0203
Data Source Code	:EDE
Delete Flagged Records Only	:N
Number of lines per page	:55
Report file name	:c:\temp\jobsub\fatetest_faisusr_rcpdtmp_7391.lis
Total pages Printed	:2

***** END OF REPORT *****

Copy IM Data to FM Process (RCPIMFM)

Description This process copies all unique IM fields to the current FM record so they may be used in rules processing. Once an FM record is loaded into the system, it automatically becomes the current record while the IM record becomes the noncurrent record.

Rules look only at the current record when being applied to a population and therefore, if unique IM data is to be used in rules, this data must be copied to the current FM record. The RCIMTOFM process is run as part of data load Step 3. However, this process also may need running if a manual FM or IM record is created, the current record is changed, and you want the unique IM fields copied to the current FM record.

Parameters	Name	Required?	Description	Values
	Aid Year Cod	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Applicant ID	No	You can optionally enter an applicant ID. Enter an ID for this parameter if you want to restrict the report to only a single applicant.	Person Search form (SOAIDEN)
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	

Copy IM Data to FM Process Sample

19-NOV-2009 12:11:50 AM
Aid Year: 0910

SUNGARDHE University*****
IM to FM Copy Process

1
RCPIMFM

CONTROL SUMMARY

```
Program Name           :RCPIMFM(8.3)
One up Number          :220220
Aid Year Code          :0910
Applicant ID           :
Application Code        :FINAID
Selection ID           :MANUAL
Creator ID             :MKICHLIN
User ID                :MKICHLIN
RCRAPP1 records updated:1
RCRAPP2 records updated:1
RCRAPP3 records updated:1
RCRAPP4 records updated:1
RCRIMP1 records inserted:1
Number of lines per page:55
Report file name       :/export/home/mkichlin/jobsub/rcpimfm_220220.lis
Total pages Printed    :1
```

***** END OF REPORT *****

Financial Aid Data Load Part 2 Process (RCPMTCH)

Description The RCPMTCH process compares data in temporary tables is against the data in the production database to ensure that the information can be loaded to the correct person if they already exist in the database, or to create a new person if the student does not yet have a record at the institution.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Data Source Code	Yes	Enter a valid data source code.	Interface Data Code Validation form (RTVINFC)
	Generated ID/ Use SSN	Yes	Use SSN or Generated IDs.	<i>G</i> Use Generated ID <i>S</i> Use SSN (default)
	Value for New Students	Yes	Status for new students. This is the status code that is posted to all students who do not appear to match anyone in the production database. Part 3 of the Data Load process loads all students with a status code of <i>N</i> , but Data Load does not load students with a status code of <i>H</i> . This option is available for those institutions that do not desire to have the Data Load process create new students (person records) in the production database. Records with a status of <i>H</i> (<i>Hold</i>) remain in the temporary tables until the records match a person record in the database and their status is updated appropriately, or until the delete from temporary tables process is run (RCPDTMP) in batch or for the individual record.	<i>H</i> Hold <i>N</i> New (default)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sort Order Indicator	No		<i>I</i> Sort by ID <i>N</i> Sort by Name (default) <i>T</i> Sort by Temporary PIDM
	Common Matching Source code	Yes	Common Matching Source Code defined on the Common Matching Source Code Validation form (GTVCMSVC). Banner starts the Common Matching Application Programming Interface (API) using the rules defined for the Common Matching Source Code entered for this parameter.	Common Matching Source Code Validation form (GTVCMSVC)

Financial Aid Data Load Part 2 Process Sample

25-APR-2002 08:02:09 AM Aid Year: 0203	BANNER University Data Load Match Process Parameters	1 RCPMTCH

Financial Aid Data Load Matching Process - Parameters		
Aid Year Code = 0203		
Data Source Code = EDE		
ID Type SSN/Generated = S		
Status for New Students = N		
Sort Order Indicator = I		
SSN	0	
Last Name	R 0	
First Name	0	
Middle Initial		
Birthday Month		
Birthday Day		
Birthday Year		
Gender		
Address		
City	R 0	
State		
Zip		
Area Code		
Phone		

25-APR-2002 08:02:09 AM
Aid Year: 0203

BANNER University
Data Load Match Process
All Records

2
RCPMTC

INFC	PIDM	ID	SSN	NAME	STATUS	CODE	MESSAGE
EDE	1777	181030501	181030501	Magrone, Melanie N	New		Ready for processing
	1778	181030502	181030502	Magrone, Jodi L	New		Ready for processing
	1779	181030503	181030503	Magrone, Brian A	New		Ready for processing
	1780	181030504	181030504	Magrone, Daniel B	New		Ready for processing
	1781	181030505	181030505	Magrone, Aaron C	New		Ready for processing
	1782	181030506	181030506	Magrone, Kevin Y	New		Ready for processing
	1783	181030507	181030507	Magrone, Jenell M	New		Ready for processing
	1784	181030508	181030508	Magrone, Christian R	New		Ready for processing
	1785	181030509	181030509	Magrone, Neggy	New		Ready for processing
	1786	181030510	181030510	Magrone, Collin C	New		Ready for processing
	1787	181030511	181030511	Magrone, Michael J	New		Ready for processing
	1788	181030512	181030512	Magrone, Shannon M	New		Ready for processing
	1789	181030513	181030513	Magrone, Jason M	New		Ready for processing
	1790	181030514	181030514	Magrone, Caroline M	New		Ready for processing
	1791	181030515	181030515	Magrone, Kyle D	New		Ready for processing
	1792	181030516	181030516	Magrone, Nathaniel M	New		Ready for processing
	1793	181030517	181030517	Magrone, Jyoti R	New		Ready for processing
	1794	181030518	181030518	Magrone, William L	New		Ready for processing
	1795	181030519	181030519	Magrone, Julie M	New		Ready for processing
	1796	181030520	181030520	Magrone, Onkar	New		Ready for processing
	1797	181030521	181030521	Magrone, Anand R	New		Ready for processing
	1798	181030522	181030522	Magrone, Peter N	New		Ready for processing
	1799	181030523	181030523	Magrone, Ella A	New		Ready for processing
	1800	181030524	181030524	Magrone, Lea C	New		Ready for processing
	1801	181030525	181030525	Magrone, Michael	New		Ready for processing
	1802	181030526	181030526	Magrone, Chinaemerem B	New		Ready for processing
	1809	181030527	181030527	Magrone, Kirsten	New		Ready for processing
	1810	181030528	181030528	Magrone, Virginia C	New		Ready for processing
	1805	181030701	181030701	Magrone, Andrea R	New		Ready for processing
	1806	181030702	181030702	Magrone, Alon A	New		Ready for processing
	1807	181030703	181030703	Magrone, Johnni E	New		Ready for processing
	1803	181030704	181030704	Magrone, Isaac J	New		Ready for processing
	1804	181030705	181030705	Magrone, Bertha L	New		Ready for processing
	1808	181030706	181030706	Magrone, Kil B	New		Ready for processing

25-APR-2002 08:02:09 AM
Aid Year: 0203

BANNER University
Data Load Match Process
Summary of Totals

3
RCPMTCH

COUNT STATUS DESCRIPTION CODE MESSAGE

34 N New
25-APR-2002 08:02:09 AM
Aid Year: 0203

Ready for processing

BANNER University
Data Load Match Process
Control Summary

4
RCPMTCH

CONTROL SUMMARY

Program Name	:RCPMTCH(5.1)
One up Number	:7515
Aid Year Code	:0203
Data Source Code	:EDE
ID Type SSN/Generated	:S
Status for New Students	:N
Sort Order Indicator	:I
Number of lines per page	:55
Report file name	:c:\temp\jobsub\latest_faisusr_rcpmtch_7515.lis
Total pages Printed	:4

***** END OF REPORT *****

Financial Aid Data Load Part 3 Process (RCRTPxx)

Description This process (Financial Aid Data Load, Part 3) loads new and matching applicant records to the permanent tables with an option to print a discrepancy report if a financial aid record already exists.

With this process, certain values are updated on new records based on what is entered on the Interface Data Translation Rules form (RCRTPTR). These values include Citizenship, Marital Status, and Major. Citizenship does not require values on RCRTPTR, as with the other fields. Citizenship is not updated if no values are entered on RCRTPTR.



Note

CSS introduced the International PROFILE for 2010-2011 and most International PROFILE files contain a Country code instead of a state code. If you are loading permanent or mailing address' to SPRADDR for students, you need to update STVNATN with codes that are not currently represented. If a code does not exist on STVNATN, an error message appears in the errs.lis file and you can look on RNASU11 to determine the code that has to be added (see the College Boards file on their website for country code descriptions). As a result of the formatting of the international phone in the XML schema, Banner cannot determine the proper format to populate SPRTELE so international phone numbers that appear on RNASUxx is not populated on SPRTELE by Data Load Part 3. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Data Source Code	Yes	Enter a valid data source code.	Interface Data Code Validation form (RTVINFC)
	Load Option for Need Analysis	Yes	<p>The Load Option for Need Analysis only applies to students with current application records for this year - that is, the status is <i>M</i> (Matched).</p> <p>Students without current application records for this year - the status is <i>N</i> (New), <i>R</i> (match found, but no RORSTAT record for the current year), or <i>A</i> (match found, but no RCRAPP1 record for the current year) - will be loaded as current application records, regardless of the load option that you select.</p> <p>You can print a Discrepancy Report for load options 1 through 5, provided that you enter a <i>Y</i> value for the subsequent Print Option parameter.</p> <p>Tape load options 6 and 7 are the only valid options if you enter CSS for the Data Source Code.</p>	<p>1 Load all as current</p> <p>2 If first record from primary MDE, load as current record, else load as non-current record</p> <p>3 If first record from primary MDE, load as current, else do not load</p> <p>4 Load as non-current record</p> <p>5 Do not load records, but print discrepancy report</p> <p>6 Replace existing CSS PROFILE record</p> <p>7 Do not replace existing CSS PROFILE record</p>
	Not used at this time.			
	NSLDS Print Option	Yes	Prints NSLDS Discrepancy Report.	<p><i>Y</i> Print NSLDS Disc Report</p> <p><i>N</i> Do Not Print NSLDS Disc Report</p>
	Need Analysis Print Option	Yes	Prints Need Analysis Discrepancy Report.	<p><i>Y</i> Print Need Analysis Disc Rpt</p> <p><i>N</i> Do Not Print Need Analysis Disc</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Recruiting Option	Yes	Create recruiting records.	<i>Y</i> Create Recruiting Recs <i>N</i> Do Not Create Recruiting Rec
	Recalc Need Analysis Option	Yes	Sets Need Analysis Recalculation Flag.	<i>Y</i> Recalc Need Analysis <i>N</i> Do Not Recalc Need Analysis
	NSLDS Output Application ID	No	General area for which the selection ID was defined for NSLDS output.	Application Inquiry form (GLIAPPL)
	NSLDS Output Selection ID	No	Code that identifies the sub-population to be updated by NSLDS.	
	NSLDS Output Creator ID	No	ID of the person who created the sub-population for NSLDS.	
	ISIR Creation Option	Yes	Option to create ISIR records.	<i>Y</i> Create ISIR Records (default) <i>N</i> Do Not Create ISIR Records
	Process Indicator	Yes	Indicates batch or online processing	<i>B</i> Batch (default) <i>O</i> Online
	Temporary PIDM	No	Used in online processing	Blank when running in batch
	Update Postal Address	Yes	If an incoming record is matched to an existing person record in the production database, RCRTPx loads all financial aid data from the incoming record. RCRTPx does not update populated fields on an existing person record. RCRTPx updates the Postal Address if you enter <i>Y</i> and there is no record for the Address type that you specified in your Data Load Part 1 parameters.	<i>Y</i> <i>Update Postal Address</i> <i>N</i> <i>Don't Update Postal Address</i>

Parameters <i>(cont)</i>	Name	Required?	Description	Values	
	Update Telephone Number	Yes	If an incoming record is matched to an existing person record in the production database, RC RTPxx loads all financial aid data from the incoming record. RC RTPxx does not update populated fields on an existing person record. RC RTPxx updates the Telephone Number if you enter <i>Y</i> and there is no record for the Telephone type that you specified in your Data Load Part 1 parameters.	<i>Y</i>	<i>Update Telephone Number</i>
				<i>N</i>	<i>Don't Update Telephone Number</i>
	Update E-mail address	Yes	If an incoming record is matched to an existing person record in the production database, RC RTPxx loads all financial aid data from the incoming record. RC RTPxx does not update populated fields on an existing person record. RC RTPxx updates the E-mail Address if you enter <i>Y</i> and there is no record for the E-mail type that you specified in your Data Load Part 1 parameters.	<i>Y</i>	<i>Update E-mail Address</i>
				<i>N</i>	<i>Don't Up-date E-mail Address</i>
	Update Social Security Number	Yes	If an incoming record is matched to an existing person record in the production database, RC RTPxx loads all financial aid data from the incoming record. RC RTPxx does not update populated fields on an existing person record. Social Security Numbers are updated on an existing person record if it is blank and you enter <i>Y</i> for this field.	<i>Y</i>	<i>Update Social Security Number</i>
				<i>N</i>	<i>Don't Update SS Number</i>



Note

Separate files are created for the output and output is only produced as required except for the .lis and .log files. This means, for example, if you did not request the Need Analysis Discrepancy or NSLDS Discrepancy Report, there would be no rcrtppxx_nnnnn_need.lis or rcrtppxx_nnnnn_nsls.lis output.

The following describes the possible output from this process.

Rcrtpxx_nnnnn.lis	Report Control Listing
Rcrtpxx_nnnnn.log	Log file
Rcrtpxx_nnnnn_apps.lis	Student Listing
Rcrtpxx_nnnnn_need.lis	Discrepancy Report (Need Analysis)
Rcrtpxx_nnnnn_nslds.lis	NSLDS Discrepancy Report
Rcrtpxx_nnnnn_errs.lis	Errors Listing

Financial Aid Data Load, Part 3 Report Sample (Student Listing)

Aid Year: 1011		BANNER U		Run Date: 18-DEC-2009 16:20:26	
Data Source Code: EDE		2010-2011 FA Dataload Part 3		RPT name: RC RTP11	
Load Opt: ONLY for matched students with		Student Listing		Page: 1	
(for Need current application records for					
Analysis) this year.					
Load as current records					
NAME	ID NUMBER	SOURCE	RCRAPP-CURRENT	NSLDS-CURRENT	
-----	-----	-----	-----	-----	
Smith-Doe, Marilyn P.	998110403	EDE	Y	Y*	
Smith-Doe, Marilyn P.	998110403	ISIR	N		
* = Duplicate transaction number					
End of Applications Report					

Financial Aid Data Load, Part 3 Report Sample (Discrepancy Report)

Aid Year: 1011
Data Source Code: EDE
Load Opt: ONLY for matched students with
(for Need current application records for
Analysis) this year.
Load as current records

BANNER U
2010-2011 FA Dataload Part 3
Discrepancy Report

Run Date: 18-DEC-2009 16:20:26
RPT name: RC RTP11
Page: 1

NAME		ID NUMBER
Smith-Doe, Marilyn P.		998110403
	CURRENT RECORD	NEW DATA RECORD
SAR TRAN NO:	01	02
DEGREE BY JULY:	2	1
BORN BEFORE JANUARY 1ST:	2	1
STUDENT'S TAX FORM:	2	1
PARENT'S TAX FORM:	2	1
LEGAL RES IND:	1	2
PARENT LEGAL RES BEFORE 01-01-2005:	1	2
STUDENT LGL RES BEFORE 01-01-2005:	1	2
STUDENT CO-OP EARNINGS:	3500	4500
PARENTS' CO-OP EARNINGS:	2600	3600
STUDENT IRS REQUEST FLAG:	02	03
PARENT IRS REQUEST FLAG:	05	04
DOD MATCH FLAG:	Y	
DOD PARENT'S DATE OF DEATH:	01-MAR-2010	01-MAR-2009
ASSUMED HOMELESS (SCHOOL):	2	
ASSUMED HOMELESS (HUD):	2	
ASSUMED AT RISK OF HOMELESSNESS:	2	

End of Discrepancy Report

Financial Aid Data Load, Part 3 Report Sample (NSLDS Discrepancy Report)

Aid Year: 1011
Data Source Code: EDE
Load Opt: ONLY for matched students with
(for Need current application records for
Analysis) this year.
Load as current records

BANNER U
2010-2011 FA Dataload Part 3
NSLDS Discrepancy Report

Run Date: 18-DEC-2009 16:20:26
RPT name: RC RTP11
Page: 1

NAME		ID NUMBER
Smith-Doe, Marilyn P.		998110403
	CURRENT RECORD	NEW DATA RECORD
SCHOOL CODE 00381500		
PELL ADDITIONAL ELIGIBILITY (1):	Y	N
SCHOOL CODE 00381600		
PELL ADDITIONAL ELIGIBILITY (2):	Y	N
SCHOOL CODE 00381700		
PELL ADDITIONAL ELIGIBILITY (3):	Y	N
End of NSLDS Discrepancy Report		

Financial Aid Data Load, Part 3 Report Sample (Errors Listing)

Aid Year: 1011
 Data Source Code: CSS
 Load Opt: ONLY for matched students with
 (for Need current application records for
 Analysis) this year.

SUNGARDHE University*****
 2010-2011 FA Dataload Part 3
 Duplicate Students (Not Loaded)

Run Date: 30-OCT-2009 13:37:52
 RPT name: RCRTPI1
 Page: 1

NAME	ID NUMBER	SOURCE	STATUS	ROTIDEN PIDM
Kichabat, Robert D.	0	CSS	M	34639
Goel, Nikhil	0	CSS	M	34681
Sims, Katherine	0	CSS	M	34758
Sims, Lorraine	0	CSS	M	34762
Morison, Zachary	0	CSS	M	34767
West, Joan	0	CSS	M	34782

Aid Year: 1011
 Data Source Code: CSS
 Load Opt: ONLY for matched students with
 (for Need current application records for
 Analysis) this year.

SUNGARDHE University*****
 2010-2011 FA Dataload Part 3
 Errors Listing

Run Date: 30-OCT-2009 13:37:52
 RPT name: RCRTPI1
 Page: 1

NAME	ID NUMBER	SOURCE	STATUS	ROTIDEN PIDM	
Harper, Bailey	998110147	CSS	M	34757	*** Warning ***
SPRADDR API - State or nation are required.					
Kich, Katy	998110149	CSS	M	34759	*** Warning ***
SPRADDR API - State or nation are required.					
Kich, Katy	998110149	CSS	M	34759	*** Warning ***
SPRADDR API - State or nation are required.					

Financial Aid Data Load, Part 3 Report Sample (Report Control Listing)

Aid Year: 1011
Data Source Code: EDE
Load Opt: ONLY for matched students with
(for Need current application records for
Analysis) this year.
Load as current records

BANNER U
2010-2011 FA Dataload Part 3

Run Date: 18-DEC-2009 16:20:26
RPT name: RC RTP11
Page: 1

* * * REPORT CONTROL INFORMATION * * *

REPORT NAME.....: RC RTP11
VERSION.....: 8.6

REPORT SEQUENCE NUMBER.....: 292323
AID YEAR.....: 1011
DATA SOURCE CODE.....: EDE
LOAD OPTION for Need Analysis.....: 1
PRINT NSLDS DISCREPANCY REPORT.....: Y
PRINT NEED ANALYSIS DISCREPANCY REPORT.....: Y
LOAD RECRUITING RECORDS.....: Y
RECALCULATE NEED.....: Y
NSLDS OUTPUT APPLICATION ID.....:
NSLDS OUTPUT SELECTION ID.....:
NSLDS OUTPUT CREATOR ID.....:
RUN USER ID for NSLDS OUTPUT USER ID.....: MKICHLIN
LOAD ISIR RECORDS.....: Y
BATCH OR ONLINE.....: B
ONLINE PIDM PARAMETER.....:
UPDATE POSTAL ADDRESS.....: Y
UPDATE TELEPHONE NUMBER.....: Y
UPDATE EMAIL ADDRESS.....: Y
UPDATE SOCIAL SECURITY NUMBER.....: Y
LINE COUNT.....: 55

Primary MDE.....: EDE

The following totals are for Need Analysis Data ONLY

Number of NEW people processed.....: 0
Number of RENEWED (1st record for this year) people processed: 0
Number of MATCHED (subsequent record) people processed.....: 1
Total number of people processed.....: 1
Number of ISIRs added.....: 1
Number of ISIRs added for existing transactions.....: 0
Number of people who had NSLDS data added.....: 1
Number of people who had NSLDS data added w/ duplicate tran #: 1
RORSTAT records added.....: 0
Application records locked.....: 0
Application records skipped because LOAD OPTION 3 selected...: 0
Application records skipped because of Oracle/API errors.....: 0
Match 'R' records updated to match 'A'.....: 0
Match 'A' and 'R' records updated to match 'M'.....: 0

Completion time.....: 16:20:26

ISIR Correction/Request Process (REBCDxx)

Description This process creates a flat file of EDE corrections and requests for ISIRs for transmission to the central processor.

To create correction records for EDE, you must activate Pell corrections on the Institutional Options form (ROAINST) and set the Pell Corrections Field in the Key Block on the Need Analysis form (RNANAXX) to *Y*. To complete the logging process for need analysis changes, you also still need to run RLRLOGG or submit the RLBLOGG job through Job Submission. Pell corrections pending submission to the Central Processing System (CPS) can be displayed on the ISIR Correction/Request form (REACORR). Unnecessary corrections can be deleted here and missing or incorrect Pell IDs can be changed. The actual data that you send to the CPS cannot be changed on this form. Page two of the REACORR form can be used to request duplicate ISIRs for individual students and also to report Institution Changes. All three types of changes (that is, History Corrections, Institution Changes, and Duplicate Requests) are handled by the REBCDxx program.

REBCDxx will create two output files if necessary: (1) CORRxxIN.DAT will contain the history corrections, if any are ready to process; (2) and DUPRxxIN.DAT will contain the duplicate ISIR requests, if any are ready to process.

The correction records are stored in the ROBALOG table as are all logged records. After the records are extracted to create the data file, a flag is set on the ROBALOG record to indicate that the correction has already been transmitted. This prevents corrections from being retransmitted each time you run the process. The ROBALOG records are not physically deleted from the table. The flag that is used is actually the EDE Date Sent. This allows the process to recreate correction batches at a later date if necessary. For example, if you lost the file created by REBCDxx before actually transmitting the batch to the CPS, you can run the REBCDxx program again but with different parameters. This time, set the Resend Previous Processed Records parameter to *Y* and the Resend for Date parameter to the date you originally created the batch. The process will still find the corrections in ROBALOG for that date and recreate the batch.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Resend Prev. Processed Records	Yes	This parameter enables you to indicate whether or not you want to include previously transmitted corrections in the file.	<i>Y</i> Resend Prev. Processed Records <i>N</i> Do Not Resend (default)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Resend for Prior Date	No	If you entered a <i>Y</i> for the Resend Prev. Processed Records parameter, this parameter identifies which records to send when you enter the send date of the previously processed records.	DD-MMM-YYYY
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	
	Resend for Prior Date/Hour	No	If the Resend Prev. Processed Records parameter is set to <i>Y</i> and there are two or more batches for that day, enter a value to represent the hour for this parameter. Otherwise, all batches are selected.	00 - 23
	Resend for Prior Date/Minute	No	If the Resend Prev. Processed Records parameter is set to <i>Y</i> and there are two or more batches for that day, enter a value to represent the minute. Otherwise, all batches are selected.	00 - 59
	Send with Discrepant Trans. #'s	Yes	Send corrections when the current ISIR transaction number differs from the number on Applicant Status.	<i>Y</i> Send with Discrepant Trans #'s <i>N</i> Do Not Send

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Processing Type	Yes	<p>This parameter works with the Send Indicator field on the REACORR form and enables you to extract corrections by the type of correction, that is, Correction, Institution Change, and Housing Code Change. You can use this parameter with or without a population selection.</p> <p>Always extract Institution changes for financial aid applicants with a check in the Send Indicator field on the REACORR form regardless of whether or not a population selection is used or if the student is included in a population selection when the <i>Processing Type</i> parameter is <i>A</i>, <i>B</i>, <i>D</i>, or <i>I</i>.</p>	<p><i>A</i> All correction transactions, including Institution and Housing Code changes (Default)</p> <p><i>B</i> Institution and Housing Code changes only, no other correction transactions</p> <p><i>C</i> All corrections except Institution and Housing Code changes</p> <p><i>D</i> All corrections including Institution Changes, no Housing Code changes</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Federal School Code	No	<p>This parameter limits the corrections extracted to the Federal School Code and validates the school code to the student transaction being corrected.</p> <p>REBCD10 checks the Federal School Codes on the EDE record being corrected and compares them to the values that exist for the Federal School Codes (on the Defaults window and Campus/EDE window) when selecting the Federal School Code for the EDE correction record.</p> <p>This does not pertain to institutional code changes and housing code changes entered directly on the REACORR form. When using this parameter, it is suggested that you set the Processing Type to <i>C</i> for Corrections Only so that you don't also extract institutional code or housing code changes with a different Federal School Code.</p>	
	Processing Type (continued)		<p>Always extract Housing Code changes for financial aid applicants with a check in the Send Indicator field on the REACORR form regardless of whether or not a population selection is used or if the student is included in a population selection when the <i>Processing Type</i> parameter is <i>A</i>, <i>B</i>, <i>E</i>, or <i>H</i>.</p> <p>Never extract Institution changes for financial aid applicants when the <i>Processing Type</i> parameter is <i>C</i>, <i>E</i>, or <i>H</i> regardless of the value of the Send Indicator field on the REACORR form.</p> <p>Never extract Housing Code changes for financial aid applicants when the <i>Processing Type</i> parameter is <i>C</i>, <i>D</i>, or <i>I</i> regardless of the value of the Send Indicator field on the REACORR form.</p>	<p><i>E</i> All corrections including Housing Code changes, no Institution changes</p> <p><i>H</i> Housing Code Changes only, no other corrections nor Institution changes</p> <p><i>I</i> Institution Changes only, no other corrections nor Housing Code Changes</p> <p>Note: The Send Indicator field on the REACORR form is checked automatically for those records without a SPRIDEN ID or an SSN on RORSTAT or SPBPERS.</p>

ISIR Correction/Request Process Sample

```
Performing Cobol program REBCD11 ...

Selecting ROBALOG institution changes...
Selecting ROBALOG housing changes...

Report Name.....REBCD11
Program Version.....8.6
One Up Number .....223074
Aid Year .....1011
Resend Prev.Processed Recs...N
Resend for Prior Date .....
Application ID .....
Selection ID.....
Creator ID.....
User ID.....
Resend for Prior Date/Hour...
Resend for Prior Date/Minute.
Send with Discrepant Trans #.Y
Processing Type.....B
Federal School Code.....620004

Date and time stamp
  for DATE SENT
  DATE           = 03-JAN-2010
  Hour           = 19
  Minute         = 15

Inst.Change requests processed = 00010
Hous. Change requests processed = 00010
Corrections processed = 00000
Change/correction records written = 00020

Connected.
```

CAL MIS Extract Process (RERCALX)

Description This process extracts data from Banner and populates two flat files, Applicant Data (RERCALXA.dat) and Applicant Detail Data (RERCALXD.dat).

The first flat file (RERCALXA.dat) contains the Financial Aid Applicant Data Elements and the second flat file (RERCALXD.dat) contains the Financial Aid Award Data Elements.

Parameters	Name	Required?	Description	Values
	District College Identifier	Yes	This is the three-character District College Indicator for the MIS RX record.	
	Aid Year Code	Yes	This field identifies the Banner Aid Year Code for which the process is extracting data.	
	Summer Term Code	No	This field identifies the Term Code used for the Summer session of the aid year identified in Parameter 02. Code 5 will be placed in the extract for this term.	
	Fall Term Code	No	This field identifies the Term Code used for the Fall term of the aid year identified in Parameter 02. Code 7 will be placed in extract for this term.	
	Winter Term Code	No	This field identifies the Term Code used for the Winter term of the aid year identified in Parameter 02. Code 1 will be placed in extract for this term.	
	Spring Term Code	No	This field identifies the Term Code used for the Spring term of the aid year identified in Parameter 02. Code 3 will be placed in extract for this term.	
	Summer Quarter	No	This field identifies the Term Code used for the Summer Quarter of the aid year. Code 6 will be placed in extract for this term.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values	
	Fall Quarter	No	This field identifies the Term Code used for the Fall Quarter of the aid year. Code 8 will be placed in extract for this term.		
	Winter Quarter	No	This field identifies the Term Code used for the Winter Quarter of the aid year. Code 2 will be placed in extract for this term.		
	Spring Quarter	No	This field identifies the Term code used for the Spring Quarter of the aid year. Code 4 will be placed in extract for this term.		
	Report Option	Yes	This is the option to print an unformatted dump. Valid values: <i>Y</i> (prints an unformatted dump of the data that exists in the flat files), <i>N</i> (does not provide any report output, just the flat file -- default).	<i>Y</i> <i>N</i>	Yes No (Default)
	Budget Category Field	No	This is the field the budget category data is stored in on the RORUSER form. Correct values: <i>1 - 360</i> .	<i>1 - 360</i>	
	Campus Code	No	This field identifies the Campus Code being run.		
	Offered, Accepted, Paid Amt SF01	Yes	This parameter identifies which field will be referenced when populating the SF01 Student Applicant Status.	<i>O</i> <i>A</i> <i>P</i>	Offered Accepted Paid Amount
	Offered, Accepted, Paid Amt SF22	Yes	This parameter identifies which field will be used to populate the detail record <code>RERCALXD.dat</code> with the Student-Aid-Amount-Received.	<i>O</i> <i>A</i> <i>P</i>	Offered Accepted Paid Amount

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Detail Code for BOGW Code BA	No	<p>This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. BA = BOGW-Method A-? (unknown base).</p> <p>Note: Leave this and the following parameters blank if your BOGW funds are awarded as part of the student's package.</p>	
	Detail Code for BOGW Code B1	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. B1 = BOGW-Method A-1 based on TANF recipient status.	
	Detail Code for BOGW Code B2	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. B2 = BOGW-Method A-2 based on SSI recipient status.	
	Detail Code for BOGW Code B3	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. B3 = BOGW-Method A-3 based on general assistance recipient status.	
	Not used at this time			
	Detail Code for BOGW Code BB	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. BB = BOGW-Method B based on income standards.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Detail Code for BOGW Code BC	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. BC = BOGW-Method C based on financial need.	
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	
	Detail Code for BOGW code F1	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F1 code for Fee Waiver – Dependent (children) of Deceased Law Enforcement/Fire Suppression (Subject to Group C edits)	
	Detail Code for BOGW code F2	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F2 code for Fee Waiver – Dependent (surviving spouse and children) of a deceased or disabled member of CA National Guard (Subject to Group C edits)	
	Detail Code for BOGW code F3	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F3 code for Fee Waiver – Dependent of (children) a deceased or disabled Veteran (Subject to Group C edits)	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Detail Code for BOGW code F4	No	<p>Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21.</p> <p>This is the F4 code for Fee Waiver – Dependent of (children) of Congressional Medal of Honor recipient (CMH) or CMH recipient (Subject to Group C edits)</p>	
	Detail Code for BOGW code F5	No	<p>Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21.</p> <p>This is the F5 code for Fee Waiver – Dependent of (surviving spouse and children) of Deceased victims of September 11, 2001 terrorist attack. (Subject of Group C edits)</p>	

2009-2010 COD Print Process (RERCD10)

Description The COD Print Process prints a report of Pell, ACG, SMART, Direct Loan, or TEACH origination and/or disbursement Document IDs which have been sent to COD. You can select specific Document IDs, all Document IDs for a specific date, or all Document IDs for the aid year.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Fund Type	Yes	Enter the fund type that you want to report.	<i>AL</i> All fund types - Pell, Direct Loan, ACG, SMART, and TEACH (default) <i>AG</i> All grants <i>PL</i> Pell Grant <i>DL</i> Direct Loan <i>AC</i> ACG Grant <i>SM</i> SMART Grant <i>TE</i> TEACH Grant
	Fund Code	No	Use one or more fund codes if you want to limit the report output by fund. The fund codes must be valid for the selected Fund Type parameter.	Fund Code (RFRBASE)
	Origination Report	Yes	Use this parameter to produce a listing of either sent or unsent origination records.	<i>S</i> Sent origination records <i>U</i> Unsent origination records <i>N</i> None
	Origination Document ID	No	Use this parameter to produce a listing of origination records by Document ID. You can enter multiple Document IDs for this parameter.	Document ID (REICODD)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Disbursement Report	Yes	Use this parameter to produce a listing of disbursements.	<i>Y</i> Yes, produce the disbursement report <i>N</i> No, do not produce the disbursement report
	Disbursement Document ID	No	Use this parameter to produce a listing of disbursement records by Document ID. You can enter multiple Document IDs for this parameter.	Document ID (REICODD)
	Beginning Date Sent	No	Create the beginning of listing by the Document ID send date. If you do not specify a date range with one of the preceding parameters such as the Origination Report parameter, the report lists all records for the year.	
	Ending Date Sent	No	Create the end of a listing by the Document ID send date. If you do not specify a date range with one of the preceding parameters such as the Origination Report parameter, the report lists all records for the year.	
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID.	

Parameters (cont)	Name	Required?	Description	Values
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Pell Origination Report - Sent Origination Records

30-MAR-2007 10:17:38 AM		BANNER University						1
Aid Year: 0809		2008-2009 Pell Origination Report						RERCD08

*****		Document ID: 2007-03-08T08:43:10.0070488331		Date: 08-MAR-2007		Recs Sent: 2		Total: 4450.00
ID	Origination ID		Name	Orig Seq	Attend Cost	Ver Stat	Amt Paid	Amt Due Status
517006010	517006010RU200800011000		RUCKER, TEST6010 R.	1	15350.00	V	2025.00	4050.00 S
517006001	517006001RU200800011000		RUCKER, TEST6001 K.	3	15350.00	V	400.00	400.00 S
*****		Document ID: 2007-03-27T10:39:20.0070488331		Date: 27-MAR-2007		Recs Sent: 2		Total: 6250.00
ID	Origination ID		Name	Orig Seq	Attend Cost	Ver Stat	Amt Paid	Amt Due Status
517003052	517003052RU200800011000		RUCKER, TEST3052 J.	2	15350.00	V	1100.00	2200.00 A
517003066	517003066RU200800011000		RUCKER, TEST3066 L.	1	15350.00	V	2025.00	4050.00 C
Total of All Documents: 10700.00								

ACG Origination Report - Sent Origination Records

30-MAR-2007 10:17:38 AM		BANNER University					1	
Aid Year: 0809		2008-2009 ACG Origination Report					RERCD08	

*****		Document ID: 2007-03-08T08:43:10.0070488331		Date: 08-MAR-2007		Recs Sent: 2		Total: 1500.00
ID	Award ID	Name	Fund Code	Orig Seq	Amt Paid	Amt Due	Status	
517006010	517006010A08000110001	RUCKER, TEST6010 R.	ACG	1	375.00	750.00	S	
517006001	517006001A08000110001	RUCKER, TEST6001 K.	ACG	1	750.00	750.00	S	
*****		Document ID: 2007-03-27T10:39:20.0070488331		Date: 27-MAR-2007		Recs Sent: 2		Total: 2050.00
ID	Award ID	Name	Fund Code	Orig Seq	Amt Paid	Amt Due	Status	
517003052	517003052A08000110001	RUCKER, TEST3052 J.	ACG2	1	1300.00	1300.00	A	
517003066	517003066A08000110001	RUCKER, TEST3066 L.	ACG	2	750.00	750.00	A	
Total of All Documents:		3550.00						

SMART Origination Report - Sent Origination Records

30-MAR-2007 10:17:38 AM		BANNER University						1
Aid Year: 0809		2008-2009 SMART Origination Report						RERCD09

*****		Document ID: 2007-03-08T08:43:10.0070488331		Date: 08-MAR-2007		Recs Sent: 2		Total: 8000.00
ID	Award ID	Name	Fund Code	Orig Seq	Amt Paid	Amt Due	Status	
517006010	517006010T08000110001	RUCKER, TEST6010 R.	SMART3	1	2000.00	4000.00	S	
517006001	517006001T08000110001	RUCKER, TEST6001 K.	SMART3	1	1000.00	4000.00	S	
*****		Document ID: 2007-03-27T10:39:20.0070488331		Date: 27-MAR-2007		Recs Sent: 2		Total: 8000.00
ID	Award ID	Name	Fund Code	Orig Seq	Amt Paid	Amt Due	Status	
517003052	517003052T08000110001	RUCKER, TEST3052 J.	SMART3	1	2000.00	4000.00	A	
517003066	517003066T08000110001	RUCKER, TEST3066 L.	SMART4	2	2000.00	4000.00	A	
Total of All Documents: 16000.00								

Direct Loan Origination Report - Sent Origination Records

30-MAR-2007 10:17:38 AM				BANNER University				1
Aid Year: 0809				2008-2009 DL Origination Report				RERCD09

***** Document ID: 2007-03-08T08:43:10.0070488331				Date: 08-MAR-2007		Recs Sent: 2		Total: 6625.00
ID	Loan ID	Name	Fund Code	Loan Type	Amt Paid	Loan Amt	Status	
517006010	517006010S08G80006001	RUCKER, TEST6010 R.	DIRECT	S	1313.00	2625.00	S	
517006001	517006001U08G80006001	RUCKER, TEST6001 K.	DLUNSB	U	2000.00	4000.00	S	
***** Document ID: 2007-03-27T10:39:20.0070488331				Date: 27-MAR-2007		Recs Sent: 2		Total: 6625.00
ID	Loan ID	Name	Fund Code	Loan Type	Amt Paid	Loan Amt	Status	
517003052	517003052S08G80006001	RUCKER, TEST3052 J.	DIRECT	S	1313.00	2625.00	A	
517003066	517003066U08G80006001	RUCKER, TEST3066 L.	DLUNSB	U	2000.00	4000.00	A	

Pell Origination Report - Unsent Origination Records

30-MAR-2007 10:18:29 AM			BANNER University					1
Aid Year: 0809			2008-2009 Pell Origination Report					RERCD09
ID	Origination ID	Name	Orig Seq	Attend Cost	Ver Stat	Amt Paid	Amt Due	Status
586070308	586070308AP200862000400	APNGUYEN, A308 S.	1	15350.00	V		4050.00	
698765432	698765432AN200862001600	ANDERSON, ALBERT T.	3	19400.00			3500.00	
165000001	165000001AN200862001600	ANDREAS, ADAM	1	19400.00	W		3300.00	
165060011	165060011AN200800011000	ANDREAS, FISAP 6-11 A.	1	19400.00	V		3600.00	
586070309	586070309BP200862000400	BPNGUYEN, B309 B.	2	17400.00	V		4050.00	
511080919	511080919LA200860000500	QUTHERFORD-LAIRD, SAMANTHA	1	30900.00			3749.89	
208000175	208000175ED200800011000	EDE05165, XXXXXXXXXXXX A.	1	950.00	V		950.00	
Total Amount Due for All Records:			23199.89					

ACG Origination Report - Unsent Origination Records

30-MAR-2007 10:18:29 AM Aid Year: 0809		BANNER University 2008-2009 ACG Origination Report					1 RERCD09
ID	Award ID	Name	Fund Code	Orig Seq	Amt Paid	Amt Due	Status
586070308	586070308A08000110001	APNGUYEN, A308 S.	ACG	1		750.00	
698765432	698765432A08000110001	ANDERSON, ALBERT T.	ACG	3		750.00	
165000001	165000001A08000110002	ANDREAS, ADAM	ACG	1		750.00	
165060011	165060011A08000110001	ANDREAS, FISAP 6-11 A.	ACG2	1		1300.00	
586070309	586070309A08000110001	BPNGUYEN, B309 B.	ACG	2		750.00	
511080919	511080919A08000110002	QUTHERFORD-LAIRD, SAMANTHA	ACG2	1		1300.00	
208000175	208000175A08000110001	EDE05165, XXXXXXXXXXXX A.	ACG2	1		1300.00	
Total Amount Due for All Records:		6900.00					

SMART Origination Report - Unsent Origination Records

30-MAR-2007 10:18:29 AM Aid Year: 0809		BANNER University 2008-2009 SMART Origination Report					1 RERCD09
ID	Award ID	Name	Fund Code	Orig Seq	Amt Paid	Amt Due	Status
586070308	586070308T08000110001	APNGUYEN, A308 S.	SMART	1		4000.00	
698765432	698765432T08000110001	ANDERSON, ALBERT T.	SMART	3		4000.00	
165000001	165000001T08000110002	ANDREAS, ADAM	SMART	1		4000.00	
165060011	165060011T08000110001	ANDREAS, FISAP 6-11 A.	SMART4	1		4000.00	
586070309	586070309T08000110001	BPNGUYEN, B309 B.	SMART	2		4000.00	
511080919	511080919T08000110002	QUTHERFORD-LAIRD, SAMANTHA	SMART4	1		4000.00	
208000175	208000175T08000110001	EDE05165, XXXXXXXXXXXX A.	SMART4	1		4000.00	
Total Amount Due for All Records:		28000.00					

Direct Loan Origination Report - Unsent Origination Records

30-MAR-2007 10:18:29 AM		BANNER University					1
Aid Year: 0809		2008-2009 DL Origination Report					RERCD09
ID	Loan ID	Name	Fund Code	Loan Type	Amt Paid	Amt Due	Status
586070308	586070308S08000110001	APNGUYEN, A308 S.	DIRECT	S		2625.00	N
698765432	698765432U08000110001	ANDERSON, ALBERT T.	DLUNSB	U		4000.00	R
165000001	165000001S08000110002	ANDREAS, ADAM	DIRECT	S		3500.00	R
165060011	165060011P08000110001	ANDREAS, FISAP 6-11 A.	DLPLUS	P		6000.00	N
586070309	586070309P08000110001	BPNGUYEN, B309 B.	DGPLUS	G		6500.00	R
511080919	511080919U08000110002	QUTHERFORD-LAIRD, SAMANTHA	DLUNSB	U		4000.00	R
208000175	208000175S08000110001	EDE05165, XXXXXXXXXXXX A.	DIRECT	S		5500.00	N
Total Amount Due for All Records: 32125.00							

Pell Disbursement Report

30-MAR-2007 10:15:53 AM					BANNER University					1
Aid Year: 0809					2008-2009 Pell Disbursement Report					RERCD09

***** Document ID: 2007-03-11T18:28:59.0065167086 Date: 30-MAR-2007 Recs Sent: 3 Total Sent: 3600.00 Total Accepted: 1575.00										
ID	Origination ID	Name	Fund Code	Term Code	Disb No	Disb Seq	Sign Ind	Disb Amount	Status	Accepted Amount
530910001	530910001TE200804000400	TEST1, STUDENT P.	PELL	200810	01	01	P	2025.00	A	2025.00
530910002	530910002TE200804000400	TEST2, STUDENT P.	PELL	200820	01	02	N	450.00	A	450.00
530910009	530910009TE200804000400	TEST9, STUDENT C.	PELL	200810	01	01	P	2025.00	R	2025.00
***** Document ID: 2007-03-12T17:30:01.0065167086 Date: 30-MAR-2007 Recs Sent: 3 Total Sent: 3550.00 Total Accepted: 3550.00										
ID	Origination ID	Name	Fund Code	Term Code	Disb Ref	Disb Seq	Sign Ind	Disb Amount	Status	Accepted Amount
530910002	530910002TE200804000400	TEST2, STUDENT P.	PELL	200810	01	03	N	500.00	A	500.00
530910003	530910003TE200804000400	TEST3, STUDENT P.	PELL	200810	01	01	P	2025.00	A	2025.00
530910008	530910008TE200804000400	TEST8, STUDENT C.	PELL	200810	01	01	P	2025.00	A	2025.00
Total Sent for All Documents:		7150.00								
Total Accepted for All Documents:		5125.00								

ACG Disbursement Report

30-MAR-2007 10:15:53 AM		BANNER University								1
Aid Year: 0809		2008-2009 ACG Disbursement Report								RERCD09

*****		Document ID: 2007-03-11T18:28:59.0065167086		Date: 30-MAR-2007		Recs Sent: 3 Total Sent:		975.00 Total Accepted:		325.00
ID	Award ID	Name	Fund Code	Term Code	Disb No	Disb Seq	Sign Ind	Disb Amount	Status	Accepted Amount
530910001	530910001A08000110001	TEST1, STUDENT P.	ACG	200810	01	01	P	375.00	A	375.00
530910002	530910002A08000110001	TEST2, STUDENT P.	ACG	200810	01	02	N	50.00	A	50.00
530910009	530910009A08000110001	TEST9, STUDENT C.	ACG2	200820	01	01	P	650.00	R	650.00
*****		Document ID: 2007-03-12T17:30:01.0065167086		Date: 30-MAR-2007		Recs Sent: 3 Total Sent:		925.00 Total Accepted:		925.00
ID	Award ID	Name	Fund Code	Term Code	Disb Ref	Disb Seq	Sign Ind	Disb Amount	Status	Accepted Amount
530910002	530910002A08000110001	TEST2, STUDENT P.	ACG2	200820	01	03	N	100.00	A	100.00
530910003	530910003A08000110001	TEST3, STUDENT P.	ACG2	200810	01	01	P	650.00	A	650.00
530910008	530910008A08000110001	TEST8, STUDENT C.	ACG	200810	01	01	P	375.00	A	375.00
Total Sent for All Documents:		1900.00								
Total Accepted for All Documents:		1250.00								

SMART Disbursement Report

30-MAR-2007 10:15:53 AM		BANNER University							1	
Aid Year: 0809		2008-2009 SMART Disbursement Report							RERCD09	

*****		Document ID: 2007-03-11T18:28:59.0065167086			Date: 30-MAR-2007		Recs Sent: 3 Total Sent: 2000.00		Total Accepted: 0.00	
ID	Award ID	Name	Fund Code	Term Code	Disb No	Disb Seq	Sign Ind	Disb Amount	Status	Accepted Amount
530910001	530910001T08000110001	TEST1, STUDENT P.	SMART	200910	01	01	P	2000.00	A	2000.00
530910002	530910002T08000110001	TEST2, STUDENT P.	SMART	200910	01	02	N	2000.00	A	2000.00
530910009	530910009T08000110001	TEST9, STUDENT C.	SMART4	200920	01	01	P	2000.00	R	2000.00
*****		Document ID: 2007-03-12T17:30:01.0065167086			Date: 30-MAR-2007		Recs Sent: 3 Total Sent: 3000.00		Total Accepted: 3000.00	
ID	Award ID	Name	Fund Code	Term Code	Disb Ref	Disb Seq	Sign Ind	Disb Amount	Status	Accepted Amount
530910002	530910002T08000110001	TEST2, STUDENT P.	SMART4	200920	01	03	N	1000.00	A	1000.00
530910003	530910003T08000110001	TEST3, STUDENT P.	SMART	200910	01	01	P	2000.00	A	2000.00
530910008	530910008T08000110001	TEST8, STUDENT C.	SMART4	200910	01	01	P	2000.00	A	2000.00
Total Sent for All Documents:		5000.00								
Total Accepted for All Documents:		3000.00								

Direct Loan Disbursement Report

30-MAR-2007 10:15:53 AM
Aid Year: 0809

BANNER University
2008-2009 DL Disbursement Report

1
RERCD09

****Document ID: 2007-03-11T18:28:59.0065167086 Date: 30-MAR-2007 Recs Sent: 3 Total Actual Sent: 1313.00 Total Actual Acpt: 1313.00

ID	Loan ID	Name	Fund Code	Loan Type	Term Code	Disb No	Disb Seq	Disb Amount	Status	Disb Pd?
530910001	530910001S08000110001	TEST1, STUDENT P.	DIRECT	S	200910	01	01	1313.00	A	Yes
530910002	530910002U08000110001	TEST2, STUDENT P.	DLUNSB	U	200910	01	02	2000.00	2	No
530910009	530910009S08000110001	TEST9, STUDENT C.	DIRECT	S	200920	01	01	1750.00	3	No

****Document ID: 2007-03-12T17:30:01.0065167086 Date: 30-MAR-2007 Recs Sent: 3 Total Actual Sent: 9250.00 Total Actual Acpt: 6750.00

ID	Loan ID	Name	Fund Code	Loan Type	Term Code	Disb Ref	Disb Seq	Disb Amount	Status	Disb Pd?
530910002	530910002P08000110001	TEST2, STUDENT P.	DLPLUS	P	200920	01	03	2500.00	R	Yes
530910003	530910003S08000110001	TEST3, STUDENT P.	DIRECT	S	200910	01	01	2750.00	A	Yes
530910008	530910008P08000110001	TEST8, STUDENT C.	DGPLUS	G	200910	01	01	4000.00	A	Yes

Total Actual Sent for All Documents: 10563.00

Total Actual Accepted for All Documents: 8063.00

2010-2011 Correction Error Report (RERCE11)

Description This process is used specifically for reporting the correction errors when the CORE11OP file is loaded. The files processed are CORE11OP (EDE Correction Rejection Files).

Importing EDE Correction/Rejection Records (CORE11OP message file)

This process loads ISIR correction response files showing ISIR correction processing errors. Error reports are returned to institutions in the CORE11OP message class. The response files in this message class are not loaded into the Banner database. During the RERCE11 import process, the files are read and a report for *Record Level* (student rejects) is created. You can then use this report to determine the changes needed to correct the errors.

The CORE11OP message file contains the following type of rejected records.

- The *Record Level* rejects, which deal with student errors. This record includes the following information: the SAR ID, last name, first name, error message number, and the error message text.



Warning

CORE11OP files do not contain a header or trailer record. In order for RERCE11 to recognize the CORE11OP header-less files and associate them with an aid year, you must use the required naming conventions. Therefore, in order for RERCE11 to process the CORE11OP message class file, you must name the files with *CORE11...* or *core11* in the first 6 positions. If the CORE11OP files supplied to this process have any other name, the program will reject the file with an error message: *%Error% - Invalid file (filename)*. Also, since the process can no longer write *PROCESSED* to the header, there is no way to prevent re-running already processed CORE11OP files. You will need to manage this function by renaming already processed files, or by removing the files from the `$DATA_HOME/finaid` directory after processing the files. Finally, because the header information previously loaded into REBDRCT is no longer available, REBDRCT for CORE11OP file processing is no longer updated. ■

ISIR Corr/Request Control Report (RERCRCR)

Description The ISIR Corr /Request Control Report lists EDE corrections and ISIR requests that were created on a specific date.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Activity Date	No	You can optionally enter an activity date to print records processed on that particular date.	DD-MMM-YYYY
	Activity Date/Hour	No	The ISIR Correction/Request Process (REBCDxx) uses the system date, hour, and minute during the batch creation of student records. All records in that same batch use the same time stamp.	00 - 23
	Activity Date/Minute	No	The ISIR Correction/Request Process (REBCDxx) uses the system date, hour, and minute during the batch creation of student records. All records in that same batch use the same time stamp.	00 - 59

ISIR Corr/Request Control Report Sample

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AID YEAR: 0203 Award Year 2002-2003		EDE Correction/Request/Change Control Report				RERCR		
SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME	
165200012	AN 01 Andreas,Lindsey	EDE	1	098	RCRAPP1_SIGNED_MTH_DAY			
165200001	AN 01 Andreas,AbbeyQ.	EDE	1	078	RCRAPP4_PAR_WORKSHEET_A			
165200001	AN 01 Andreas,AbbeyQ.	EDE	1	079	3000 RCRAPP4_PAR_WORKSHEET_B	28-NOV-2001	14:39	
165200001	AN 01 Andreas,AbbeyQ.	EDE	1	044	3000 RCRAPP4_WORKSHEET_A	28-NOV-2001	14:39	
165200001	AN 01 Andreas,AbbeyQ.	EDE	1	045	1500 RCRAPP4_WORKSHEET_B	28-NOV-2001	14:39	
165200002	AN 01 Andreas,Barney	EDE	1	078	1500 RCRAPP4_PAR_WORKSHEET_A	28-NOV-2001	14:39	
165200002	AN 01 Andreas,Barney	EDE	1	079	500 RCRAPP4_PAR_WORKSHEET_B	28-NOV-2001	14:39	
165200002	AN 01 Andreas,Barney	EDE	1	044	500 RCRAPP4_WORKSHEET_A	28-NOV-2001	14:39	
165200002	AN 01 Andreas,Barney	EDE	1	045	250 RCRAPP4_WORKSHEET_B	28-NOV-2001	14:39	
165200004	AN 01 Andreas,Donald	EDE	1	018	250 RCRAPP1_RQST_FA_FALL_THIS_YR	28-NOV-2001	14:39	
165200004	AN 01 Andreas,Donald	EDE	1	021	1 RCRAPP1_RQST_FA_SUMMER_NEXT_YR	28-NOV-2001	14:39	
165200004	AN 01 Andreas,Donald	EDE	1	020	1 RCRAPP1_RQST_FA_SPRING_NEXT_YR	28-NOV-2001	14:39	
165200004	AN 01 Andreas,Donald	EDE	1	019	1 RCRAPP1_RQST_FA_WINTER_NEXT_YR	28-NOV-2001	14:39	
165200004	AN 01 Andreas,Donald	EDE	1	017	1 RCRAPP1_RQST_FA_SUMMER_THIS_YR	28-NOV-2001	14:39	
165200005	AN 01 Andreas,Evelyn	EDE	1	903	1 ASSM_3	28-NOV-2001	14:39	
165200005	AN 01 Andreas,Evelyn	EDE	1	907	1 ASSM_6	28-NOV-2001	14:39	
165200005	AN 01 Andreas,Evelyn	EDE	1	906	1 ASSM_5	28-NOV-2001	14:39	
165200005	AN 01 Andreas,Evelyn	EDE	1	904	1 ASSM_4	28-NOV-2001	14:39	
165200005	AN 01 Andreas,Evelyn	EDE	1	902	1 ASSM_2	28-NOV-2001	14:39	
165200005	AN 01 Andreas,Evelyn	EDE	1	901	1 ASSM_1	28-NOV-2001	14:39	

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SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200010	AN 01 Andreas,JacksonQ.	EDE	1	034	RCRAPP4_WORK_STUDY 1	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	026	RCRAPP4_S_RES_DATE_MO_YR 199501	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	033	RCRAPP4_LOAN_INT 1	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	025	RCRAPP4_LEGAL_RES_IND 1	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	031	RCRAPP4_HS_GED_RCVD 2	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	035	RCRAPP4_DRUG_OFFENSE_CONVIC 1	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	022	RCRAPP3_FATHER_HI_GRADE 2	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	023	RCRAPP3_MOTHER_HI_GRADE 2	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	019	RCRAPP1_ROST_FA_WINTER_NEXT_YR		
165200010	AN 01 Andreas,JacksonQ.	EDE	1	011	RCRAPP1_DRIVER_LIC_NO PA-123456789	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	032	RCRAPP1_DEGREE_BY_JULY	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	013	RCRAPP1_CITZ_IND 1	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	005	RCRAPP1_CITY Anyplace		

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SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200010	AN 01 Andreas,JacksonQ.	EDE	1	009	RCRAPP1_BIRTH_DATE 18-MAR-1985	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	007	RCRAPP1_ZIP 19320	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	027	RCRAPP1_TITLE 2	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	024	RCRAPP1_STAT_CODE_RES PA	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	012	RCRAPP1_STAT_CODE_LIC PA	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	006	RCRAPP1_STAT_CODE PA	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	008	RCRAPP1_SSN 165990010	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	014	RCRAPP1_ALIEN_REG_NO 123456789	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	004	RCRAPP1_ADDR 4 Any Road	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	016	RCRAPP3_S_MAR_MTH_YR 199501	28-NOV-2001	14:39
165200010	AN 01 Andreas,JacksonQ.	EDE	1	030	RCRAPP3_YR_IN_COLL_2 0	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	053	RCRAPP3_GRAD_OR_PROF 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	048	RCRAPP4_BUS_NET_WORTH 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	047	RCRAPP4_INV_NET_WORTH 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	044	RCRAPP4_WORKSHEET_A 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	057	RCRAPP1_WARD_OF_COURT 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	058	RCRAPP1_US_VET 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	040	RCRAPP1_US_INC_TAX_PD 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	039	RCRAPP1_US_INC 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	037	RCRAPP1_TAX_FORM_IND 1	28-NOV-2001	14:39

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SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200011	AN 01 Andreas,Kelsey	EDE	1	042	RCRAPP1_INC_FR_WRK 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	056	RCRAPP1_HAS_LEGAL_DEPEND 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	049	RCRAPP1_CASH_AMT 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	052	RCRAPP1_BORN_BEFORE_1_1_XX 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	046	RCRAPP4_WORKSHEET_C 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	045	RCRAPP4_WORKSHEET_B 500	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	036	RCRAPP4_TX_RET_FILED_IND 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	055	RCRAPP4_HAVE_CHILDREN 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	038	RCRAPP4_1040A_ELIG_IND 1	28-NOV-2001	14:39
165200011	AN 01 Andreas,Kelsey	EDE	1	054	RCRAPP3_MARRIED 1	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	105	RCRAPP3_EFC_RECALC_CORR_REQ Y	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	101	RCRAPP3_PREPARER_EIN 999009999	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	076	RCRAPP1_FATH_INC_FR_WRK 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	084	RCRAPP1_FAM_MEMB 9	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	068	RCRAPP4_P_RES_DATE_MO_YR 199001	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	080	RCRAPP4_PAR_WORKSHEET_C 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	079	RCRAPP4_PAR_WORKSHEET_B 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	078	RCRAPP4_PAR_WORKSHEET_A 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	070	RCRAPP4_PAR_TX_RET_FILED_IND 2	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	067	RCRAPP4_PAR_LEGAL_RES_IND	28-NOV-2001	14:39

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SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200012	AN 01 Andreas,Lindsey	EDE	1	075	RCRAPP1_PAR_NO_EXEMPT 9	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	059	RCRAPP1_PAR_MRTL_STATUS 3	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	064	RCRAPP1_PAR_FAM_MEMB 9	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	083	RCRAPP1_PAR_CASH_AMT 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	085	RCRAPP1_NO_IN_COLL 9	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	077	RCRAPP1_MOTH_INC_FR_WRK 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	098	RCRAPP1_SIGNED_YR 2	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	099	RCRAPP1_SIGNED A	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	074	RCRAPP1_PAR_US_INC_TAX_PD 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	073	RCRAPP1_PAR_US_INC 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	071	RCRAPP1_PAR_TAX_FORM_IND 2	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	082	RCRAPP4_PAR_BUS_NET_WORTH 500	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	072	RCRAPP4_PAR_1040A_ELIG_IND 2	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	062	RCRAPP4_MOTH_SSN 165990000	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	063	RCRAPP4_MOTH_LAST_NAME Andreas	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	060	RCRAPP4_FATH_SSN 165009999	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	061	RCRAPP4_FATH_LAST_NAME Andreas	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	920	RCRAPP4_EMAIL_ADDRESS lindsey@email.com	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	102	RCRAPP3_PREPARER_SIGN 1	28-NOV-2001	14:39
165200012	AN 01 Andreas,Lindsey	EDE	1	100	RCRAPP3_PREPARER_SSN 000990000	28-NOV-2001	14:39
165200004	AN 01 Andreas,Donald	EDE	1	018	RCRAPP1_RQST_FA_FALL_THIS_YR 3	29-NOV-2001	10:02
165200004	AN 01 Andreas,Donald	EDE	1	017	RCRAPP1_RQST_FA_SUMMER_THIS_YR 3	29-NOV-2001	10:02
165200004	AN 01 Andreas,Donald	EDE	1	019	RCRAPP1_RQST_FA_WINTER_NEXT_YR 3	29-NOV-2001	10:02
165200004	AN 01 Andreas,Donald	EDE	1	021	RCRAPP1_RQST_FA_SUMMER_NEXT_YR		

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SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200004	AN 01 Andreas,Donald	EDE	1	020	RCRAPP1_RQST_FA_SPRING_NEXT_YR	29-NOV-2001	10:02
165200005	AN 01 Andreas,Evelyn	EDE	1	903	3 ASSM_3	29-NOV-2001	10:02
165200005	AN 01 Andreas,Evelyn	EDE	1	907	1 ASSM_6	29-NOV-2001	10:02
165200005	AN 01 Andreas,Evelyn	EDE	1	906	1 ASSM_5	29-NOV-2001	10:02
165200005	AN 01 Andreas,Evelyn	EDE	1	901	1 ASSM_1	29-NOV-2001	10:02
165200005	AN 01 Andreas,Evelyn	EDE	1	902	1 ASSM_2	29-NOV-2001	10:02
165200005	AN 01 Andreas,Evelyn	EDE	1	904	1 ASSM_4	29-NOV-2001	10:02
165200006	AN 01 Andreas,Florence	EDE	1	913	1 REJ_W	29-NOV-2001	10:02
165200006	AN 01 Andreas,Florence	EDE	1	909	1 REJ_B	29-NOV-2001	10:02
165200006	AN 01 Andreas,Florence	EDE	1	911	1 REJ_N	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	022	3 RCRAPP3_FATHER_HI_GRADE	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	016	200101 RCRAPP3_S_MAR_MTH_YR	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	030	1 RCRAPP3_YR_IN_COLL_2	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	031	1 RCRAPP4_HS_GED_RCVD	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	033	2 RCRAPP4_LOAN_INT	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	034	2 RCRAPP4_WORK_STUDY	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	014	RCRAPP1_ALIEN_REG_NO	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	015	1 RCRAPP1_MRTL_STATUS	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	003	0 RCRAPP1_MI	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	001	RCRAPP1_LAST_NAME Andreas	29-NOV-2001	10:02

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RERCRCR

SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200010	AN 01 Andreas,JacksonQ.	EDE	1	005	RCRAPP1_CITY Somewhere	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	009	RCRAPP1_BIRTH_DATE 01-FEB-1965	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	007	RCRAPP1_ZIP 88888	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	027	RCRAPP1_TITLE 1	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	024	RCRAPP1_STAT_CODE_RES AZ	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	012	RCRAPP1_STAT_CODE_LIC AZ	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	006	RCRAPP1_STAT_CODE AZ	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	008	RCRAPP1_SSN 165200010	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	019	RCRAPP1_RQST_FA_WINTER_NEXT_YR 2	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	017	RCRAPP1_RQST_FA_SUMMER_THIS_YR 2	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	021	RCRAPP1_RQST_FA_SUMMER_NEXT_YR 2	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	020	RCRAPP1_RQST_FA_SPRING_NEXT_YR 2	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	018	RCRAPP1_RQST_FA_FALL_THIS_YR 2	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	010	RCRAPP1_PHONE_NO 5551212	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	010	RCRAPP1_PHONE_AREA 999	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	028	RCRAPP1_PERMIT_DRAFT_REG	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	004	RCRAPP1_ADDR 12 Any Street	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	026	RCRAPP4_S_RES_DATE_MO_YR 200001	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	025	RCRAPP4_LEGAL_RES_IND	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	035	RCRAPP4_DRUG_OFFENSE_CONVIC 3	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	023	RCRAPP3_MOTHER_HI_GRADE 3	29-NOV-2001	10:02
165200010	AN 01 Andreas,JacksonQ.	EDE	1	053	RCRAPP3_GRAD_OR_PROF 1	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	053	RCRAPP3_GRAD_OR_PROF 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	054	RCRAPP3_MARRIED		

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SAR ID	NAME	SOURCE	SEQ	SAR FLD	DATA ELEMENT/VALUE	DATE SENT	TIME
165200011	AN 01 Andreas,Kelsey	EDE	1	051	RCRAPP1_OTH_VA_AMT 100	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	041	RCRAPP1_NO_EXEMPT 1	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	042	RCRAPP1_INC_FR_WRK 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	056	RCRAPP1_HAS_LEGAL_DEPEND 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	049	RCRAPP1_CASH_AMT 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	052	RCRAPP1_BORN_BEFORE_1_1_XX 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	046	RCRAPP4_WORKSHEET_C 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	045	RCRAPP4_WORKSHEET_B 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	044	RCRAPP4_WORKSHEET_A 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	057	RCRAPP1_WARD_OF_COURT 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	058	RCRAPP1_US_VET 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	040	RCRAPP1_US_INC_TAX_PD 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	039	RCRAPP1_US_INC 1000	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	037	RCRAPP1_TAX_FORM_IND 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	043	RCRAPP1_SPS_INC_FR_WRK 1000	29-NOV-2001	10:02
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165200011	AN 01 Andreas,Kelsey	EDE	1	036	RCRAPP4_TX_RET_FILED_IND 2	29-NOV-2001	10:02
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165200011	AN 01 Andreas,Kelsey	EDE	1	055	RCRAPP4_HAVE_CHILDREN 2	29-NOV-2001	10:02
165200011	AN 01 Andreas,Kelsey	EDE	1	048	RCRAPP4_BUS_NET_WORTH 1000	29-NOV-2001	10:02
165200012	AN 01 Andreas,Lindsey	EDE	1	105	RCRAPP3_EFC_RECALC_CORR_REQ 2	29-NOV-2001	10:02
165200012	AN 01 Andreas,Lindsey	EDE	1	101	RCRAPP3_PREPARER_EIN 111111111	29-NOV-2001	10:02
165200012	AN 01 Andreas,Lindsey	EDE	1	100	RCRAPP3_PREPARER_SSN 222222222	29-NOV-2001	10:02

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165200012	AN 01 Andreas,Lindsey	EDE	1	073	RCRAPP1_PAR_US_INC 1000	29-NOV-2001	10:02
165200012	AN 01 Andreas,Lindsey	EDE	1	071	RCRAPP1_PAR_TAX_FORM_IND 1	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	069	RCRAPP1_PAR_OLDER_AGE 65	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	059	RCRAPP1_PAR_MRTL_STATUS 1	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	081	RCRAPP4_PAR_INV_NET_WORTH 1000	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	063	RCRAPP4_MOTH_LAST_NAME Jones	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	080	RCRAPP4_PAR_WORKSHEET_C	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	079	RCRAPP4_PAR_WORKSHEET_B	29-NOV-2001	10:02
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165200012	AN 01 Andreas,Lindsey	EDE	1	078	RCRAPP4_PAR_WORKSHEET_A	29-NOV-2001	10:02
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171990060	AN 01 Soroka,Abbey	EDE	1	082	RCRAPP4_PAR_BUS_NET_WORTH	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	039	RCRAPP1_US_INC	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	043	RCRAPP1_SPS_INC_FR_WRK	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	077	RCRAPP1_MOTH_INC_FR_WRK	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	045	RCRAPP4_WORKSHEET_B	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	044	RCRAPP4_WORKSHEET_A	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	078	RCRAPP4_PAR_WORKSHEET_A 555	06-DEC-2001	12:41
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171990060	AN 01 Soroka,Abbey	EDE	1	047	RCRAPP4_INV_NET_WORTH 111	06-DEC-2001	12:41
171990004	SO soroka,venturo	MANUAL	1	078	RCRAPP4_PAR_WORKSHEET_A 1	06-DEC-2001	12:41
171990004	SO soroka,venturo	MANUAL	1	079	RCRAPP4_PAR_WORKSHEET_B 1	06-DEC-2001	12:41
171990004	SO soroka,venturo	MANUAL	1	080	RCRAPP4_PAR_WORKSHEET_C 1	06-DEC-2001	12:41
171990004	SO soroka,venturo	MANUAL	1	044	RCRAPP4_WORKSHEET_A 1	06-DEC-2001	12:41
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181030503	MA 01 MAGRONE,BRIANA.	EDE	1	043	RCRAPP1_SPS_INC_FR_WRK 1	17-MAY-2002	14:51
181030503	MA 01 MAGRONE,BRIANA.	EDE	1	077	RCRAPP1_MOTH_INC_FR_WRK 1	17-MAY-2002	14:51
181030503	MA 01 MAGRONE,BRIANA.	EDE	1	076	RCRAPP1_FATH_INC_FR_WRK 72000	17-MAY-2002	14:51
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181030503	MA 01 MAGRONE,BRIANA.	EDE	1	009	RCRAPP1_BIRTH_DATE 06-DEC-2001 12:41 02-APR-1984	17-MAY-2002	14:51
181030503	MA 01 MAGRONE,BRIANA.	EDE	1	046	RCRAPP4_WORKSHEET_C 0	17-MAY-2002	14:51
181030503	MA 01 MAGRONE,BRIANA.	EDE	1	080	RCRAPP4_PAR_WORKSHEET_C 0	17-MAY-2002	14:51
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181030503	MA 01 MAGRONE,BRIANA.	EDE	1	082	RCRAPP4_PAR_BUS_NET_WORTH 0	17-MAY-2002	14:51

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181030503	MA 01 MAGRONE,BRIANA.	EDE	1	030	RCRAPP3_YR_IN_COLL_2 4	17-MAY-2002	14:51
181030510	MA 01 MAGRONE,COLLINC.	EDE	1	042	RCRAPP1_INC_FR_WRK 1004	17-MAY-2002	14:51
181030510	MA 01 MAGRONE,COLLINC.	EDE	1	040	RCRAPP1_US_INC_TAX_PD 1004	17-MAY-2002	14:51
181030510	MA 01 MAGRONE,COLLINC.	EDE	1	009	RCRAPP1_BIRTH_DATE 26-JUL-1919	17-MAY-2002	14:51
181030510	MA 01 MAGRONE,COLLINC.	EDE	1	052	RCRAPP1_BORN_BEFORE_1_1_XX 1	17-MAY-2002	14:51
181030504	MA 01 MAGRONE,DANIELB.	EDE	1	029	RCRAPP3_DEGREE_TYPE 1	17-MAY-2002	14:51
181030504	MA 01 MAGRONE,DANIELB.	EDE	1	053	RCRAPP3_GRAD_OR_PROF 2	17-MAY-2002	14:51
181030504	MA 01 MAGRONE,DANIELB.	EDE	1	032	RCRAPP1_DEGREE_BY_JULY 2	17-MAY-2002	14:51
181030504	MA 01 MAGRONE,DANIELB.	EDE	1	052	RCRAPP1_BORN_BEFORE_1_1_XX 2	17-MAY-2002	14:51
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181030504	MA 01 MAGRONE,DANIELB.	EDE	1	080	RCRAPP4_PAR_WORKSHEET_C 0	17-MAY-2002	14:51
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181030513	MA 01 MAGRONE,JASONM.	EDE	1	009	RCRAPP1_BIRTH_DATE 14-OCT-1916	17-MAY-2002	14:51
181030513	MA 01 MAGRONE,JASONM.	EDE	1	040	RCRAPP1_US_INC_TAX_PD 2912	17-MAY-2002	14:51
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181030501	MA 01 MAGRONE,MELANIEN.	EDE	1	042	25000 RCRAPP1_INC_FR_WRK	17-MAY-2002	14:51
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181030520	MA 01 MAGRONE,ONKAR	EDE	1	039	6779 RCRAPP1_US_INC	17-MAY-2002	14:51
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165100003 AN 01	28-NOV-2001	14:39
165100004 AN 01	28-NOV-2001	14:39
165100005 AN 01	28-NOV-2001	14:39
165100006 AN 01	28-NOV-2001	14:39
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165100008 AN 01	28-NOV-2001	14:39
165100009 AN 01	28-NOV-2001	14:39
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165100011 AN 01	28-NOV-2001	14:39
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165200006 AN 01	6	28-NOV-2001	14:39
165200007 AN 01	1	28-NOV-2001	14:39
165200008 AN 01	2	28-NOV-2001	14:39
165200009 AN 01	3	28-NOV-2001	14:39
165200010 AN 01	4	28-NOV-2001	14:39
165200011 AN 01	5	28-NOV-2001	14:39
165200012 AN 01	6	28-NOV-2001	14:39
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165200009 AN 01	3	29-NOV-2001	10:02
165200010 AN 01	4	29-NOV-2001	10:02
165200011 AN 01	5	29-NOV-2001	10:02
165200012 AN 01	6	29-NOV-2001	10:02
Total NO batches:	2		

17-MAY-2002 03:00 PM
AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
EDE Correction/Request/Change Control Report

PAGE 17
RERCRCR

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RERCRCR
VERSION: 5.1
REPORT SEQUENCE NUMBER: 786794
AID YEAR: 0203
ACTIVITY DATE:
ACTIVITY DATE HOUR:
ACTIVITY DATE MINUTE:
LINE COUNT: 55

RECORD COUNT: 367

2009-2010 COD Extract Process (REREX10)

Description

The COD Extract Process:

- Extracts Federal Pell Grant, Direct Loan, ACG, and SMART award and disbursement data from Banner and formats the data in the appropriate XML format for transmission to COD.
- Selects or creates a COD student identifier.
 - If a student identifier does not currently exist for the student for any aid year, the process creates a student identifier with a sequence number of 1.
 - If a student identifier already exists for a student for any aid year, the process selects the highest accepted sequence number associated with the student identifier. This ensures that the most recent student identifier is used in those cases where the student identifier record spans more than one aid year.

Selecting ACG and SMART Records to Extract

ACG Award Records

ACG award records are selected for extraction if the following conditions are met:

- The Extract ACG Funds parameter is set to Y.
- The **Date Sent** field for the origination on the ACG/SMART window of the REAOR10 form is blank.
- *or*

The record is (1) the latest origination for the Fund Code, (2) the **Action Code** status of the origination on the ACG/SMART window of the REAOR10 form is *A=Accepted* or *C=Corrected*, and (3) there is an ACG disbursement record for extraction (see below).

ACG Disbursement Records

If you want to process ACG and SMART disbursements as Advance Pay, the ACG and SMART Advance Pay Indicator on the ROAUSIO Form must = 'Y' for the aid year.

ACG disbursement records are selected for extraction if the following conditions are met:

- The Extract ACG Funds parameter is set to Y.

- The disbursement has been paid as indicated by an amount in the **Disbursement Amount** field on the READI10 form.
- The **Lock** field on the READI10 form for the disbursement record is not checked.
- The disbursement record has not yet been sent to COD (there is no date in the **Date Sent** field on the READI10 form) and the disbursement is not a correction or COD system-generated disbursement record (the **Action Code** field on the READI10 form is not *X*).

or

The disbursement record has been sent (there is a date in the **Date Sent** field on the READI10 form) and the disbursement record is rejected (the **Action Code** field on the READI10 form is *R*).

SMART Award Records:

SMART award records are selected for extraction if the following conditions are met:

- The Extract SMART Funds parameter is set to *Y*.
- The **Date Sent** field for the origination on the ACG/SMART window of the REAOR10 form is blank.

or

The record is (1) the latest origination for the Fund Code, (2) the **Action Code** status of the origination on the ACG/SMART window of the REAOR10 form is *A=Accepted* or *C=Corrected*, and (3) there is a SMART disbursement record for extraction (see below).

SMART Disbursement Records:

If you want to process ACG and SMART disbursements as Advance Pay, the ACG and SMART Advance Pay Indicator on the ROAUSIO Form must = 'Y' for the aid year.

SMART disbursement records are selected for extraction if the following conditions are met:

- The Extract SMART Funds parameter is set to *Y*.

The disbursement has been paid as indicated by an amount in the **Disbursement Amount** field on the READI10 form.

The **Lock** field on the READI10 form for the disbursement record is not checked.

- The disbursement record has not yet been sent to COD (there is no date in the **Date Sent** field on the READI10 form) and the disbursement is not a correction or COD system-generated disbursement record (the **Action Code** field on the READI10 form is not *X*).

or

The disbursement record has been sent (there is a date in the **Date Sent** field on the READI10 form) and the disbursement record is rejected (the **Action Code** field on the READI10 form is *R*).

COD Address Requirements and the REREX10 Process

For Pell, ACG, or SMART records, COD requires a complete address for all domestic and foreign records. Additionally, you must provide the nation code with all foreign addresses. You'll receive a reject code if the address is not complete. For a foreign address, a nation code on the latest active student address record (SPAIDEN) and a corresponding crosswalk value (entered on the RTVCDNT) are needed for the award to extract.

REREX10 retrieves address information as follows:

1. Students with Pell and/or DL loans

- uses the address from the highest Direct Loan application number for the aid year on RPALORG (including the foreign nation code), or else
- uses the address from RCRAPP1 (entered on the RNANA10 form)

2. Students with Pell, ACG, or SMART only

- uses the address from RCRAPP1 (entered on the RNANA10 form)
- uses the foreign nation code from SPRADDR (*not* the entire address).

For foreign addresses, a foreign nation code must exist on any student address record as long as it is active and current. REREX10 will select the latest record if multiple current/active records exist with a foreign address. The address type is not considered in the selection.

Output Files

Full Participant Message Classes are used to exchange data with the COD System. All extracted files use the COD 3.0b schema.

If a student record is not extracted, all encountered error conditions are reported in the log file with the student's SPRIDEN_ID and the reason the record was not extracted.

Extract files are named with the appropriate aid year and program specific message classes depending on the parameters entered when the job is submitted. Message classes that end with an *IN* are for documents exported from Banner and sent to the COD System. The extract file names are as follows:

- *craa10in_jobsubnumber.xml*: (Pell/Direct Loan/ACG/SMART - any combination of two or more)
- *crpg10in_jobsubnumber.xml*: (Pell only)
- *crdl10in_jobsubnumber.xml*: (Direct Loan only)
- *crag10in_jobsubnumber.xml*: (ACG only)
- *crsg10in_jobsubnumber.xml*: (SMART only)

Once REREX10 has completed, if the *Print RERIMEX Report* parameter is set to *Y*, the RERIMEX Process is automatically run to produce the *E (Extract)* report for the Document ID just extracted through REREX10.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	DL Fund Code(s)	No	Direct Loan fund codes representing the subsidized, unsubsidized, and PLUS Direct Loan records you want to extract.	Fund Base Data form (RFRBASE)
	Extract Pell Funds	Yes	This parameter provides you with the option of including Pell records in the extraction.	<i>Y</i> <i>Extract all Pell Funds.</i> <i>N</i> Do Not Extract Pell Funds (default)

Parameters (cont)	Name	Required?	Description	Values
	DL Records to Extract	No	This parameter determines whether to extract only those Direct Loan records that have Direct Loan changes logged, to extract only those Direct Loan records that do not have Direct Loan changes logged, to extract all Direct Loan records, or to not extract any Direct Loan records. This parameter is only used to select which loan records are extracted. Once the loan ID is selected for extraction, disbursement records are also extracted for that loan, if necessary. This is preferred by COD as any Direct Loan changes that also affect the disbursement records should be reported in the same record to avoid warning edit messages. The REREX10 Process also extracts pending Student Identifier change records regardless of the value in this parameter. The process recognizes that the Student Identifier has changed based on the Status Code value of null on the REASTID form. When you use a population selection, all Student Identifier changes for students in that population are extracted regardless of the value of this parameter. However, Student Identifier changes for students not in the population selection are not extracted.	<p><i>C</i> Extract only those Direct Loan records for the fund codes listed in the <i>DL Fund Code(s)</i> parameter that have Direct Loan changes to extract. The <i>Extract Pell Funds</i>, <i>Extract ACG Funds</i>, and <i>Extract SMART Funds</i> parameters must also be <i>N</i>.</p> <p><i>O</i> Extract only those Direct Loan records for the fund codes listed in the <i>DL Fund Code(s)</i> parameter that do not have Direct Loan Changes to extract.</p> <p><i>B</i> Extract all Direct Loan records for the fund codes listed in the <i>DL Fund Code(s)</i> parameter with or without Direct Loan Changes to extract.</p> <p><i>Blank</i> Do not extract any Direct Loan records (default).</p> <p>Note: The RERIMEX report output separates Direct Loan Changes from Direct Loan Originations in order to identify which students to review on ROAALOG in the case of rejected Direct Loan Change records.</p>
	Promissory Note Print	No	This parameter determines whether COD or the school is responsible for the printing of the promissory note.	<p><i>O</i> School prints from Banner</p> <p><i>R</i> COD prints; sends to school</p> <p><i>S</i> COD prints; sends to borrower</p> <p><i>Blank</i> (Default)</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Extract ACG Funds	Yes	The Extract ACG Funds parameter determines whether or not to extract ACG origination and disbursement records.	Valid values are: <i>Y</i> Yes, extract all ACG origination and disbursement records <i>N</i> No, do not extract any ACG origination or disbursement records.
	Extract SMART Funds	Yes	The Extract SMART Funds parameter determines whether or not to extract SMART origination and disbursement records.	Valid values are: <i>Y</i> Yes, extract all SMART origination and disbursement records <i>N</i> No, do not extract any SMART origination or disbursement records.

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Attending School ID	No	<p>The Attending School ID parameter enables you to extract Pell, Direct Loan, ACG and SMART records by campus. This parameter is optional as it should be entered when you resend a document with the Resend Document ID parameter. However, this parameter is required for all other extracts.</p> <p>To extract records, enter the campus Attending ID. The process extracts Direct Loans (entered for the DL Fund Code(s) parameter) when the School Code on RPALORG matches the Direct Loan School Code on RORCODI using the Attending ID as the reference point.</p> <p>The process extracts Pell, ACG, and SMART records (when the Extract Pell Funds, Extract ACG Funds, and Extract SMART Funds parameters are respectively set to Y) when the Campus Pell ID for the origination record on REAOR10 matches the Federal Pell ID on RORCODI using the Attending ID as the reference point.</p>	COD Entity ID Rules (RORCODI)
	Response Type	Yes	<p>The COD System sends one Response document for each Common Record document submitted. For Responses received via the SAIG mailbox, COD gives schools the option to receive a Full or Standard Response to Common Records processed by the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes. At this time, Banner only supports Full Response files. The only valid value for the Full Response tag is <i>F</i>.</p>	<i>F (Full Response)</i>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Resend Document ID	No	<p>Allows you to re-extract a previously extracted Document ID. The process re-extracts all records in Banner that are associated with this Document ID — provided that a response document has not already been imported for this same document ID.</p> <p>If all records with this document ID are still in an <i>S</i> (Sent) status and the COD Website indicates that they did not receive and process this document ID, use the <i>Resend Document ID</i> option.</p> <p>If all records with this document ID are not in an <i>S</i> (Sent) status, do not use the <i>Resend Document ID</i> option. Instead, review the RERIM10 log file, the RERIMEX report when run for both import and exported records, and the COD response file to determine which records did not update and the cause.</p> <p>If all records with this document ID are still in an <i>S</i> (Sent) status and the COD Website indicates that they did receive and process this document ID, locate and import the response file with the RERIM10 Process. If necessary, request that COD resend the response file.</p>	<p>Validates to an existing Document ID on the COD Document Control form (REICODD).</p> <p>To ensure accuracy in the resend process, the Attending ID, Reporting ID and Source ID used in the extract file are captured when records are initially extracted. These values are stored in the RERCODD table and are retrieved and used during the resend process.</p>
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID parameters.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID parameters.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	
	Print RERIMEX Report	Yes	This parameter enables you to decide whether or not you want to print the RERIMEX report. If <i>Y</i> is selected, RERIMEX is automatically run to produce the <i>E (Extract)</i> report for the Document ID extracted through REREX10.	<div>Y Yes, print the RERIMEX report (default)</div> <div>N No, do not print the RERIMEX report</div>
	Update Student Identifier	Yes	<p>Do you want to create a new COD Student Identifier when the current COD Student Identifier on the REASTID form and the current ISIR record on RNANA10 do not match?</p> <p>If you select <i>N (No)</i>, you indicate that you want to prevent the record from extraction so that you can review the data manually. Any students that have a mismatch between the RERSTID and RCRAPP1 tables are reported in an error message to the log file.</p> <p>If you select <i>Y (Yes)</i>, the process automatically inserts a new COD Student ID into the RERSTID Table when these records do not match.</p>	<div>Y (Yes) Default</div> <div>N (No)</div> <p>Note: This compare only affects the Student Identifier. This compare does not occur in any instance for the Parent PLUS Borrower Identifier.</p>

COD Extract Process

13-AUG-2009 03:46:20 PM
Aid Year: 0910

SUNGARDHE University*****
COD Export Process

REREX10

Page 1

CONTROL SUMMARY

Program Name.....: REREX10
Version.....: 8.4
Database Package Name.....: rekce10
Database Package Version.....: 8.5
One up Number.....: 211851
Aid Year Code.....: 0910
DL Fund Code(s).....:
Extract Pell Funds.....: Y
Records to extract.....:
Promissory Note Print.....: S
Extract ACG Funds.....: N
Extract SMART Funds.....: N
Attended ID.....: 70488331
Response type.....: F
Resend Document ID.....:
Application Code.....: FINAID
Selection ID.....: MANUAL
Creator ID.....: MKICHLIN
User ID.....: MKICHLIN
Print Report.....: Y
Update Student Identifier?...: Y
Extract TEACH Funds.....: N
Number of Lines Per Page.....: 55

Document ID: 2009-08-13T15:46:21.9970488331

Total Students Extracted.....: 1

Total Pell Awards Extracted.....: 1
Total ACG Awards Extracted.....: 0
Total SMART Awards Extracted.....: 0
Total TEACH Awards Extracted.....: 0
Total DL Parent PLUS Awards Extracted.....: 0
Total DL Graduate PLUS Awards Extracted....: 0
Total DL Subsidized Awards Extracted.....: 0
Total DL Unsubsidized Awards Extracted.....: 0

Grant File Import Process (RERFI10)

Description The Grant File Import Process loads the fixed length flat file acknowledgement (response) files received from COD into Banner. The RERFI10 Process cannot be used for files received in XML format. The message classes accepted by the RERFI10 process are:

Pell Grant Message Classes

- PGRA10OP #R - Pell Data Request Response
- PGAS10OP #A - Pell Electronic Statement of Account (ESOA)
- PGMR10OP #M - Pell Multiple Reporting Record (MRR)
- PGRC10OP #C - Pell Reconciliation Report
- PGYR10OP #Y - Pell Year-to-Date Record

ACG Message Classes

- AGRA10OP AR - ACG Data Request Response
- AGAS10OP AA - ACG Electronic Statement of Account (ESOA)
- AGMR10OP AM - ACG Multiple Reporting Record
- AGRC10OP AC - ACG Reconciliation Report
- AGYR10OP AY - ACG Year-to-Date Record

SMART Grant Message Classes

- SGRA10OP SR - SMART Data Request Response
- SGAS10OP SA - SMART Electronic Statement of Account (ESOA)
- SGMR10OP SM - SMART Multiple Reporting Record
- SGRC10OP SC - SMART Reconciliation Report
- SGYR10OP SY - SMART Year-to-Date Record

TEACH Grant Message Classes

- THMR10OP TM - TEACH Multiple Reporting Record (MRR)
- ATSDISOP TD - TEACH ATS Discharge Report
- THFFEXOP XC - TEACH Exit Counseling records

Parameters	Name	Required?	Description	Values
	Grant Acknowledgement or EDE Correction Filename	Yes	Enter the COD response file name(s) or EDE correction file that you want to import into Banner. This parameter allows you to enter multiple files that can be processed in one run.	COD Files <i>PGRA10OP</i> <i>PGAS10OP</i> <i>PGMR10OP</i> <i>PGRC10OP</i> <i>PGYR10OP</i> <i>AGRA10OP</i> <i>AGAS10OP</i> <i>AGMR10OP</i> <i>AGRC10OP</i> <i>AGYR10OP</i> <i>SGRA10OP</i> <i>SGAS10OP</i> <i>SGMR10OP</i> <i>SGRC10OP</i> <i>SGYR10OP</i> <i>THMR10OP</i> <i>ATSDISOP</i> <i>THFFEXOP</i>
	Accepted Records Print Option	Yes	A Y indicates that you want to print accepted data request records on the report. In all cases, the corrected and rejected records are always printed.	<i>Y - Yes</i> <i>N - No</i>

Parameters (cont)	Name	Required?	Description	Values
	TEACH Exit Requirement	No	TEACH Exit Requirement Code. When TEACH Exit Counseling records are loaded, a defined tracking requirement for the student is updated if the tracking requirement already exists in the RRRAREQ table for the student and the aid year.	Requirements Tracking Validation (RTVTREQ)
	Exit Satisfied Status	No	Exit Requirement Satisfied Status Code. When TEACH Exit Counseling records are loaded, a defined tracking status for the student is updated if the tracking requirement already exists in the RRRAREQ table for the student and the aid year.	Requirements Tracking Status Validation (RTVTRST)

Pell File Import (RERFIxx.lis)

```

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                RERFI10
-----

                CONTROL SUMMARY
                -----

Program Name.....: RERFI10
Version.....: 8.4
Run Sequence Number.....: 198775
Print Accepted?.....: Y
I/P File.....: agra10op.dat
I/P File.....: pgra10op.dat
I/P File.....: sgra10op.dat

```

Pell File Import (RERFIxx.log)

```

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                           RERFI10
-----
                        DATA REQUEST ACKNOWLEDGEMENT RECORDS
-----

Request Type      Action Status      Program      Batch Number
Message Code      Message Text      Type
-----
'A'ccepted

R                  Accepted          ACG          AR201055444420090420122258

Total Accepted Records: 1
Total Corrected Records: 0
Total Rejected Records: 0

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                           RERFI10
-----
                        DATA REQUEST ACKNOWLEDGEMENT RECORDS
-----

Request Type      Action Status      Program      Batch Number
Message Code      Message Text      Type
-----
'A'ccepted

R                  Accepted          Pell         #R201055444420090420122258

Total Accepted Records: 1
Total Corrected Records: 0
Total Rejected Records: 0

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                           RERFI10
-----
                        DATA REQUEST ACKNOWLEDGEMENT RECORDS
-----

Request Type      Action Status      Program      Batch Number
Message Code      Message Text      Type
-----
'A'ccepted

R                  Accepted          SMART        SR201055444420090420122258

Total Accepted Records: 1
Total Corrected Records: 0
Total Rejected Records: 0

```

Pell File Import (RERFIxx.ls1)

```

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                         RERFI10
-----
                        DATA REQUEST ACKNOWLEDGEMENT RECORDS
-----

Request Type      Action Status      Program      Batch Number
Message Code      Message Text      Type
-----
'A'ccepted

R                  Accepted          ACG          AR201055444420090420122258

Total Accepted Records: 1
Total Corrected Records: 0
Total Rejected Records: 0

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                         RERFI10
-----
                        DATA REQUEST ACKNOWLEDGEMENT RECORDS
-----

Request Type      Action Status      Program      Batch Number
Message Code      Message Text      Type
-----
'A'ccepted

R                  Accepted          Pell         #R201055444420090420122258

Total Accepted Records: 1
Total Corrected Records: 0
Total Rejected Records: 0

20-APR-2009 12:27:15 PM  SUNGARDHE University*****          1
Aid Year: 0910                                         RERFI10
-----
                        DATA REQUEST ACKNOWLEDGEMENT RECORDS
-----

Request Type      Action Status      Program      Batch Number
Message Code      Message Text      Type
-----
'A'ccepted

R                  Accepted          SMART        SR201055444420090420122258

Total Accepted Records: 1
Total Corrected Records: 0
Total Rejected Records: 0

```

Pell File Import (RERFIxx.Is2)

20-APR-2009 12:27:15 PM SUNGARDHE University***** 1
Aid Year: 0910 RERFI10

DATA REQUEST ACKNOWLEDGEMENT BATCHES

Batch ID
Message Code Message Text

AR201055444420090420122258

000 No batch level errors for batch

#R201055444420090420122258

000 No batch level errors for batch

SR201055444420090420122258

000 No batch level errors for batch

Grant COD Miscellaneous Report (RERGRNT)

Description The Grant COD Miscellaneous Report lets you access COD data stored in the database. This can be used to help identify exception processing requirements. The types of available data include:

- All students with Verification Code='W.'
- COD Grant disbursement locked records.
- Just in Time, no disbursement acknowledged.
- Just in Time, no charge accepted.
- All MRR records.
- Rejected Origination records.
- Rejected Disbursement records.
- Year-to-date reporting.

If you select more than one option simultaneously, a page break between each set of students appears with the option selected clearly identified at the top of each page. However, the output only displays the relevant sections of the report. If you only select one parameter, only that section of the report is generated. If you select two parameters, two sections are generated, and so on, with a page break between each section.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Grant Type	Yes	Select the type of grant data that you want to list on the report.	<i>PL</i> Pell <i>AG</i> ACG <i>SG</i> SMART

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Select Verif. Code = 'W'	Yes	If the student has a verification <i>W (Without Documentation)</i> status at the end of the year, COD will send a corrected record with a disbursement amount of \$0. All Pell for this student must be reversed for this aid year. Until an updated origination record has been acknowledged with a valid verification status code, no more payments can be made to this student.	<p><i>Y Select all records with a W verification code</i></p> <p><i>N Do not select all records with a W verification code</i></p> <p>You can only set this parameter to <i>Y</i> if the Grant Type parameter is set to <i>PL</i>.</p>
	Select System Gen Disb Nos	Yes	Sequence numbers 66–99 are reserved for COD use for adjusting disbursements automatically at the end of the year that were never resolved. Enter <i>Y</i> to select all records with a disbursement sequence in this range.	<p><i>Y Based on the value for the Grant Type parameter, select all records with a disbursement sequence in the 66-99 range.</i></p> <p><i>N Do not select all records with a disbursement sequence in the 66-99 range.</i></p>

Parameters (cont)	Name	Required?	Description	Values
	Select COD Grant Disb. Locked	Yes	<p>The system processes disbursement response data for Disbursement sequence numbers 66–99 where there has not been a corresponding disbursement record created by the school. The RERIM10 process inserts the adjusted disbursement records. Once this data exists, the disbursement process executes, most likely recovering Pell, ACG, or SMART dollars.</p> <p>For students where a disbursement sequence number 66– 99 has been received at the same time this data is loaded, the Pell, ACG, or SMART locked field is updated (the Lock Pell Disbursement, Lock ACG Disbursement, or Lock SMART Disbursement field on the ROAPELL form). This field is set to <i>Y</i> when the sequence numbers 66–99 are received, and can only be turned off manually. This requires you to correct and report whatever conditions caused this Pell, ACG, or SMART grant to be reversed. At that time, Banner will calculate the correct amount to be paid and will create the new disbursement records. In other words, if this lock field is set to <i>Y</i> for the specific disbursement lock indicator, Pell, ACG, or SMART is not disbursed.</p>	<p><i>Y</i> Based on the value for the Grant Type parameter, select records with the Pell, ACG, or SMART disbursement lock checked on the ROAPELL form.</p> <p><i>N</i> Do not select records with the Pell, ACG, or SMART disbursement lock checked on the ROAPELL form.</p> <p>Banner backs out these funds and locks any further disbursement activity to keep COD and Banner in sync. Once the problems are resolved and sent to COD, such as an updated origination, only then should you remove the lock to prevent additional disbursement activity. To do otherwise could result in discrepancies at year end and a potentially large reconciliation effort.</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Select MRR record types	No	Multiple Reporting Records (MRRs) provide information to an institution about a student's origination and disbursement status at other institutions and the amount of the scheduled award disbursed. This allows you to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward. Enter an MRR record type value(s) for a listing of records with that MRR type based on the Grant Type parameter.	<i>RO</i> <i>Originated Institution</i> <i>RD</i> <i>Disbursed Institution</i> <i>RN</i> <i>None Found</i> <i>CE</i> <i>Concurrent Enrollment Institution</i> <i>PB</i> <i>Blocked Institution</i> <i>PR</i> <i>Blocker Institution</i> <i>PU</i> <i>Unblocked Institution</i> <i>BC</i> <i>Blocked & Concurrent Enrollment</i> <i>RC</i> <i>Blocker & Concurrent Enrollment</i>
	Select AP No Disb Ack	Yes	<p>A check in the Just in Time or Advance Pay for Pell or Advance Pay for ACG and SMART fields and an entry in the Number of Days field on the ROAUSIO form determines the number of days to be used for Just In Time/Advance Pay students. This field is the number of days prior to the scheduled disbursement date that a disbursement can be extracted.</p> <p>Based on the value in this field, the REREX10 process allows a JIT/Advance Pay school's Pell funds or a school's ACG or SMART funds to be extracted within the specified number of days prior to the scheduled disbursement date.</p>	<p><i>Y</i> <i>Select all Advance Pay records with disbursement error code 047.</i></p> <p><i>N</i> <i>Do not select all Advance Pay records with disbursement error code 047.</i></p> <p>Since the Disbursement Process (RPEDISB) requires COD approval under these conditions, disbursement reject code <i>047 - Disbursement requires approval from COD</i> is issued when approval has not yet been received from COD.</p> <p>You can set this parameter to <i>Y</i> if the Grant Type parameter is set to <i>PL</i>, <i>AG</i>, or <i>SG</i>.</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Select AP No Charge Accept	Yes	Disbursement does not occur until a student accepts the charges if the Disburse if Charges Not Accepted option is checked on the RPROPTS form. Since the Disbursement Process (RPEDISB) requires student approval under JIT/AP conditions, disbursement reject code 045 - <i>Charges have not been accepted</i> is issued if the student has not yet accepted the charges.	<p><i>Y Select all AP records with disbursement error code 045.</i></p> <p><i>N Do not select all AP records with disbursement error code 045.</i></p> <p>You can set this parameter to <i>Y</i> if the Grant Type parameter is set to <i>PL AG</i> or <i>SG</i>.</p>
	Select all Rejected Orig. Recs	Yes	Selects all students with a status code of <i>R</i> - representing a rejected origination record. The student is only selected if this is the latest origination record for the student.	<p><i>Y Based on the value for the Grant Type parameter, select all rejected origination records.</i></p> <p><i>N Do not select all rejected origination records.</i></p>
	Select all Rejected Disb. Recs	Yes	Selects all students with a status code of <i>R</i> - representing a rejected disbursement record.	<p><i>Y Based on the value for the Grant Type parameter, select all rejected disbursement records.</i></p> <p><i>N Do not select all rejected disbursement records.</i></p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Year to Date Reporting	No	<p>This parameter selects year-to-date information on students for the aid year by comparing Banner totals to COD totals.</p> <p>You can identify students when their Banner records do not match the data COD has. You can run this report on an as needed basis throughout the year as well as at the end of the year.</p> <p>This parameter works in conjunction with any combination of other parameters for this process, including population selection to limit the scope of the population selected.</p>	<p><i>A All grant recipients</i></p> <p><i>B Banner origination records without matching reconciliation records</i></p> <p><i>C COD reconciliation records without matching Banner origination records</i></p> <p><i>D Disbursement year to date reporting</i></p> <p><i>O Offer amount year to date reporting (the COD accepted amount does not equal the Banner Award Amount)</i></p> <p><i>T Transaction number year to date reporting</i></p> <p><i>V Verification status year to date reporting. (You can only use this parameter if the Grant Type parameter is set to PL (Pell).)</i></p>
	Application ID	No	<p>Application code of the population selection.</p> <p>If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID.</p>	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Pell Disbursement Locked for COD

30-JAN-2007 02:55:09 PM		BANNER University	1
Aid Year: 0809		COD Miscellaneous Report	RERGRNT

Pell Disbursement Locked for COD:			
Name	ID		
Rucker, Test6010	517006010		
Rucker, Test3052	517003052		
Rucker, Test6011	517006011		
Records printed : 3			

ACG Disbursement Locked for COD

30-JAN-2007 02:55:09 PM	BANNER University	1
Aid Year: 0809	COD Miscellaneous Report	RERGRNT

ACG Disbursement Locked for COD:		
Name	ID	
Rucker, Test6010	517006010	
Rucker, Test3052	517003052	
Rucker, Test6011	517006011	
Records printed : 3		

SMART Disbursement Locked for COD

30-JAN-2007 02:55:09 PM	BANNER University	1
Aid Year: 0809	COD Miscellaneous Report	RERGRNT

SMART Disbursement Locked for COD:		
Name	ID	
Rucker, Test6010	517006010	
Rucker, Test3052	517003052	
Rucker, Test6011	517006011	
Records printed : 3		

Multiple Reporting Records

30-JAN-2007 02:55:09 PM		BANNER University					1
Aid Year: 0809		COD Miscellaneous Report					RERGRNT

Multiple Reporting Records:							
Name	ID	SAR SSN	SAR INIT	Grant Type	Record Type	Activity Date	
Rucker, Test6010	517006010	517006010	MI	AG	CE	30-NOV-2006	
Rucker, Test6001	517006001	517006001	MI	AG	CE	30-JAN-2007	
Records printed : 2							

Rejected Origination Records

30-JAN-2007 02:55:09 PM		BANNER University		1
Aid Year: 0809		COD Miscellaneous Report		RERGRNT

Rejected Origination Records:				
Name		Award ID	Document ID	
Message Code Message Text				
Rucker, Test6010		517006010A09000110001	2006-04-11T18:28:59.0065167096	
Rucker, Test6001		517006001A09000110002	2006-04-18T12:15:59.0070488331	
Records printed : 2				

Rejected Disbursement Records

30-JAN-2007 02:55:09 PM		BANNER University			1	
Aid Year: 0809		COD Miscellaneous Report			RERGRNT	

Rejected Disbursement Records:						
Name	Award ID	Document ID	Disb Ref #/Seq #	Fund Code		
Message Code Message Text						
Rucker, Test6010	517006010A09000110001	2006-11-28T13:06:54.0070488331	01/01	ACG2		
Rucker, Test6001	517006001A09000110001	2006-11-28T13:06:54.0070488331	01/01	ACG		
Records printed : 2						

Year To Date Records: Reconciliation Records without a Matching Banner Origination Record

30-JAN-2007 02:55:09 PM		BANNER University		1	
Aid Year: 0809		COD Miscellaneous Report		RERGRNT	

Year To Date Records: Reconciliation Records without a Matching Banner Origination Record					
Program Type: Pell					
Banner Pell ID:	ID:	Name: Rucker, Test6010	Origination ID:		
Banner	Trans#:	Verif Msg: Verif Stat: Offer Amt:	Acpt Amt:	Pd. Amt:	
COD	Trans#:02	Verif Stat:S	Acpt Amt: 1100.00	YTD Amt:	0.00
Banner Pell ID:	ID:	Name: Rucker, Test6001	Origination ID:		
Banner	Trans#:	Verif Msg: Verif Stat: Offer Amt:	Acpt Amt:	Pd. Amt:	
COD	Trans#:	Verif Stat: V	Acpt Amt: 2025.00	YTD Amt:	2025.00
Banner Pell ID:	ID:	Name: Rucker, Test3052	Origination ID:		
Banner	Trans#:	Verif Msg: Verif Stat: Offer Amt:	Acpt Amt:	Pd. Amt:	
COD	Trans#:01	Verif Stat:V	Acpt Amt: 2600.00	YTD Amt:	2600.00
Records printed : 3					
Banner Totals:					

Offered Amount:		0.00			
Accepted Amount:		0.00			
Paid Amount:		0.00			
COD Totals:					

Accepted Amount:		5725.00			
YTD Paid Amount:		4625.00			

Year To Date Records: Banner Originations without a Matching Reconciliation Record

30-JAN-2007 02:55:09 PM		BANNER University				1	
Aid Year: 0809		COD Miscellaneous Report				RERGRNT	

Year To Date Records: Banner Originations without a Matching Reconciliation Record							
Program Type: ACG							
Banner Pell ID: 517006010RU01	ID: 517006010	Name: Rucker, Test6010		Award ID: 517006010A09000110001			
Banner Trans#:01	Verif Msg: Verif Stat:V	Offer Amt: 1300.00	Acpt Amt: 1300.00	Pd. Amt: 0.00			
COD Trans#:	Verif Stat:		Acpt Amt:	YTD Amt:			
Banner Pell ID: 517006001RU01	ID: 517006063	Name: Rucker, Test6063		Award ID: 517006063A09000110001			
Banner Trans#:01	Verif Msg: Verif Stat:V	Offer Amt: 750.00	Acpt Amt: 750.00	Pd. Amt: 0.00			
COD Trans#:	Verif Stat:		Acpt Amt:	YTD Amt:			
Records printed : 2							
Banner Totals:							

Offered Amount:	2050.00						
Accepted Amount:	2050.00						
Paid Amount:	0.00						
COD Totals:							

Accepted Amount:	0.00						
YTD Paid Amount:	0.00						

Year To Date Records: All Grant Recipients

30-JAN-2007 02:55:09 PM BANNER University 1
 Aid Year: 0809 COD Miscellaneous Report RERGRNT

Year To Date Records: All Grant Recipients
 Program Type: Pell

Banner Pell ID: 517006010RU01	ID: 517006010	Name: Rucker, Test6010	Origination ID: 517006010RU200900011000
Banner Trans#:01	Verif Msg: Verif Stat:V	Offer Amt: 2600.00	Acpt Amt: 2600.00 Pd. Amt: 0.00
COD Trans#:02	Verif Stat:S		Acpt Amt: 1100.00 YTD Amt: 0.00
Banner Pell ID: 517006001RU01	ID: 517006001	Name: Rucker, Test6001	Origination ID: 517006001RU200900011000
Banner Trans#:01	Verif Msg: Verif Stat:V	Offer Amt: 2600.00	Acpt Amt: 2600.00 Pd. Amt: 0.00
COD Trans#:	Verif Stat:		Acpt Amt: YTD Amt:
Banner Pell ID:	ID:	Name: Rucker, Test3052	Origination ID: 517003052RU200900011000
Banner Trans#:	Verif Msg: Verif Stat:	Offer Amt:	Acpt Amt: Pd. Amt:
COD Trans#:01	Verif Stat:V		Acpt Amt: 2600.00 YTD Amt: 2600.00

Records printed : 3

Banner Totals:

 Offered Amount: 5200.00
 Accepted Amount: 5200.00
 Paid Amount: 0.00

COD Totals:

 Accepted Amount: 3700.00
 YTD Paid Amount: 2600.00

Year To Date Records: All Grant Recipients

30-JAN-2007 02:55:09 PM
Aid Year: 0809

BANNER University
COD Miscellaneous Report

1
RERGRNT

Year To Date Records: All Grant Recipients
Program Type: ACG

Banner Pell ID: 517006010RU01	ID: 517006010	Name: Rucker, Test6010			Award ID: 517006010A09000110001
Banner Trans#:01	Verif Msg: Verif Stat:V	Offer Amt: 1300.00	Acpt Amt: 1300.00	Pd. Amt: 0.00	
COD Trans#:02	Verif Stat:S		Acpt Amt: 1100.00	YTD Amt: 0.00	
Banner Pell ID: 517006001RU01	ID: 517006001	Name: Rucker, Test6001			Award ID: 517006001A09000110001
Banner Trans#:01	Verif Msg: Verif Stat:V	Offer Amt: 750.00	Acpt Amt: 750.00	Pd. Amt: 0.00	
COD Trans#:	Verif Stat:		Acpt Amt:	YTD Amt:	
Banner Pell ID:	ID:	Name: Rucker, Test3052			Award ID: 517003052A09000110001
Banner Trans#:	Verif Msg: Verif Stat:	Offer Amt:	Acpt Amt:	Pd. Amt:	
COD Trans#:01	Verif Stat:V		Acpt Amt: 750.00	YTD Amt: 750.00	

Records printed : 3

Banner Totals:

Offered Amount: 2050.00
Accepted Amount: 2050.00
Paid Amount: 0.00

COD Totals:

Accepted Amount: 1850.00
YTD Paid Amount: 750.00

Year To Date Records: COD Accept Amount <> Banner Award Amount

30-JAN-2007 02:55:09 PM		BANNER University				1	
Aid Year: 0809		COD Miscellaneous Report				RERGRNT	

Year To Date Records: COD Accept Amount <> Banner Award Amount							
Program Type: ACG							
Banner Pell ID:	517006010RU01	ID:	517006010	Name:	Rucker, Test6010	Award ID:	517006010A09000110001
Banner	Trans#:01	Verif Msg:	Verif Stat:V	Offer Amt:	1300.00	Acpt Amt:	1300.00
COD	Trans#:02		Verif Stat:S			Pd. Amt:	0.00
						YTD Amt:	0.00
Banner Pell ID:	517006001RU01	ID:	517006063	Name:	Rucker, Test6063	Award ID:	517006063A09000110001
Banner	Trans#:01	Verif Msg:	Verif Stat:V	Offer Amt:	750.00	Acpt Amt:	750.00
COD	Trans#:01		Verif Stat:V			Pd. Amt:	0.00
						YTD Amt:	0.00
Records printed : 2							
Banner Totals:							

Offered Amount:	2050.00						
Accepted Amount:	2050.00						
Paid Amount:	0.00						
COD Totals:							

Accepted Amount:	1475.00						
YTD Paid Amount:	0.00						

2009-2010 COD Import Process (RERIM10)

Description The RERIM10 Process imports Pell, ACG, SMART, TEACH and Direct Loan XML response files received from COD. Message classes that end with an *OP* are for documents imported to Banner from the COD System. This process supports the following XML imports:

Pell Imports

- CRRC10OP — COD Document receipt file sent from the COD System to the school in response to the CRPG10IN message class.
- CRPG10OP — Pell Origination and Disbursement records sent in response to the CRPG10IN message class.
- CRND10OP — COD System-Generated Pell Negative Disbursement records

ACG Imports

- CRRC10OP — COD Document receipt file sent from the COD System to the school in response to the CRAG10IN message class.
- CRAG10OP — ACG Origination and Disbursement records sent in response to the CRAG10IN message class.
- CRND10OP — COD System-Generated ACG Negative Disbursement records

SMART Imports

- CRRC10OP — COD Document receipt file sent from the COD System to the school in response to the CRS10IN message class.
- CRS10OP — SMART Origination and Disbursement records sent in response to the CRS10IN message class.
- CRND10OP — COD System-Generated SMART Negative Disbursement records

TEACH Imports

- CTRH10OP — COD Document receipt file, Origination and Disbursement files sent from the COD System to the school in response to the CTRH10IN message class.
- CRAT10OP — COD System-Generated TEACH ATS (Agreement to Serve) records.

- CRAC10OP — COD System-Generated TEACH Grant Counseling Acknowledgement records.

Direct Loan Imports

- CRRC10OP — COD Document receipt file sent from the COD System to the school in response to the CRDL10IN message class.
- CRDL10OP — Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRDL10IN message class.
- COD System-Generated Records
 - CRPN10OP — Promissory Note Records.
 - CRCO10OP — Credit Decision Override Records.
 - CRPS10OP — Payment to Servicer Records.
 - CRBN10OP — Booking Notification Records.

Combined Pell, ACG, SMART, TEACH, and Direct Loan Imports

- CRRC10OP — COD Document receipt file sent from the COD System to the school in response to the CRAA10IN message class.
- CRAA10OP — Pell Origination and Disbursement records/ACG Origination and Disbursement records/SMART Origination and Disbursement records/TEACH Origination and Disbursement records/Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAA10IN message class.



Note

The RERIM10 Process verifies that a response to a Document ID has not already been imported by checking the Document ID, Response Date, and Response Status field. (You can view these fields on the COD Document Control form (REICODD). If the Document ID and Response Date match the document being imported, and a status exists for the Response Status field, the RERIM10 Process assumes that the data file has already been processed and prevents the accidental re-importation of the same file.

To reload a file that has already been processed, you must open the XML document and change the date in the <ProcessDate> tag to a different date so that it no longer matches the Response Date as listed on REICODD for the document. This will allow you to reload the document. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	XML Import Document Filename	Yes	The name of the file that you want to import from the data home directory. The import process validates the COD XML file to the 3.0b schema prior to import. The import process does not validate the filename to the message class.	
	Print RERIMEX Report	No	This parameter enables you to decide how you want to print the RERIMEX report for the Document ID you're importing.	B Print both Import and Extract/ Sent records RERIMEX reports (default) I Only print the Import records on the RERIMEX report N No, do not print the RERIMEX report
	TEACH Entrance Requirement	No	TEACH Entrance Requirements Tracking Code. When a CRAC10OP file is imported, the RERIM10 process updates the defined requirement code in the TEACH Entrance Requirement parameter to the status specified in the Entrance Satisfied Status parameter if that tracking requirement has already been assigned to the student on the Applicant Requirements Form (RRAAREQ).	Requirements Tracking Validation (RTVTREQ)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Entrance Satisfied Status	No	TEACH Entrance Tracking Status Code. When a CRAC10OP file is imported, the RERIM10 process updates the defined requirement code in the TEACH Entrance Requirement parameter to the status specified in the Entrance Satisfied Status parameter if that tracking requirement has already been assigned to the student on the Applicant Requirements Form (RRAAREQ).	Requirements Tracking Status Validation (RTVTRST)
	TEACH ATS Requirement	No	TEACH ATS Requirement Code. When a CRAT10OP, CRTH10OP, or CRAA10OP file is imported, the RERIM10 process updates the defined requirement code in the TEACH ATS Requirement parameter to the status specified in the ATS Satisfied Status parameter if that tracking requirement has already been assigned to the student on the Applicant Requirements Form (RRAAREQ).	Requirements Tracking Validation (RTVTREQ)
	ATS Satisfied Status	No	TEACH ATS Satisfied Status. When a CRAT10OP, CRTH10OP, or CRAA10OP file is imported, the RERIM10 process updates the defined requirement code in the TEACH ATS Requirement parameter to the status specified in the ATS Satisfied Status parameter if that tracking requirement has already been assigned to the student on the Applicant Requirements Form (RRAAREQ).	Requirements Tracking Status Validation (RTVTRST)

COD Import Process

23-APR-2009 01:53:39 PM SUNGARDHE University***** Page 1
Aid Year: 0910 COD Import Process RERIM10

Document ID = 2009-04-23T13:34:50.4070488331
Created Date Time = 2009-04-23T13:34:50.400
Source Entity ID = 1
Destination Entity ID = 70488331
Receipt = null

Document Type Code = RS
Document Status Code = A
Process Date = 2009-04-23
Software Provider = Banner
Software Version = 8
Full Response Code = F

Total Reporting Schools = 1
Total Attended Schools = 1
Total Students = 6

Reporting School Entity ID = 70488331

23-APR-2009 01:53:39 PM SUNGARDHE University***** Page 2
Aid Year: 0910 COD Import Process RERIM10

CONTROL SUMMARY

Program Name.....: RERIM10
Version.....: 8.4
Database Package Name.....: rekci100
Database Package Version.....: 8.4
One up Number.....: 199535
Aid Year Code.....: 0910
XML Document Imported.....: response.xml
Print Report.....: B
TEACH Entrance Requirement....:
TEACH Entrance Req Status.....:
TEACH ATS Requirement.....: ATS
TEACH ATS Requirement Status.: S
Number of Lines Per Page.....: 60

Document ID: 2009-04-23T13:34:50.4070488331

Financial Award Type = DLSubsidized
Total Count = 4
Total Reported Award = 14725.00
Total Reported Disbursement = 14725.00
Total Count Accepted = 4
Total Count Rejected = 0
Total Count Corrected = 0
Total Count Duplicate = 0
Total Count Verification Selected = 4
Total Count SS Administration = 4
Total Financial Award Accepted = 14725.00
Total Financial Disbursement Accepted = 14725.00
Total Funded Disbursement Accepted = 3750.00
Total Non Funded Disbursement Accepted = 10975.00
Total Financial Award Corrected = 0

Financial Award Type = DLUnsubsidized
Total Count = 4
Total Reported Award = 9225.00
Total Reported Disbursement = 9225.00
Total Count Accepted = 4
Total Count Rejected = 0
Total Count Corrected = 0
Total Count Duplicate = 0
Total Count Verification Selected = 4
Total Count SS Administration = 4
Total Financial Award Accepted = 9225.00
Total Financial Disbursement Accepted = 9225.00
Total Funded Disbursement Accepted = 2500.00
Total Non Funded Disbursement Accepted = 6725.00
Total Financial Award Corrected = 0

18-APR-2007 03:29:34 PM
Aid Year: 0809

BANNER University
COD Import Process

Page 3
RERIM09

```
-----
Financial Award Type          = Pell
Total Count                   = 5
Total Reported Award          = 17100.00
Total Reported Disbursement   = 8550.00
Total Count Accepted           = 4
Total Count Rejected           = 1
Total Count Corrected          = 0
Total Count Duplicate          = 0
Total Count Verification Selected = 4
Total Count SS Administration  = 4
Total Financial Award Accepted = 13050.00
Total Financial Disbursement Accepted = 6525.00
Total Funded Disbursement Accepted = 2475.00
Total Non Funded Disbursement Accepted = 4050.00
Total Financial Award Corrected = 0.00
```

18-APR-2007 03:29:34 PM
Aid Year: 0809

BANNER University
COD Import Process

Page 4
RERIM09

CONTROL SUMMARY

```
-----
Program Name.....: RERIM09
Version.....: 8.1
One up Number.....: 97795
Aid Year Code.....: 0809
XML Document Imported.....: crtestop.001
Print Report.....: B
Number of Lines Per Page.....: 60
```

Document ID: 2007-04-18T12:15:59.0070488331

Connected.

2008-2009 COD 3.0b File Import (RERIM3B)

Description The RERIM3B process functions in the same manner as the RERIMxx process. (Refer to the RERIMxx process description for more information.)

All 2008-2009 extract and response files in Banner will continue to use the 3.0a schema. Schools will continue to import all response files from COD for 2008-2009 through RERIM09 as those will continue to be sent in the 3.0a Schema used in the extract files.

However, system-generated files for 2008-2009 will be sent in either the new 3.0b schema or the 2.0e schema. The option for which of these two schemas you want to receive your system-generated files can be updated on the COD website.

This RERIM3B process was delivered with the 8.4 release to provide a way to import 2008-2009 system-generated files received in the 3.0b schema. If you choose to receive your 2008-2009 system-generated files in the 3.0b schema you will use this new process to import the 3.0b files. If you continue to receive system-generated files in the 2.0e schema, you can continue to the RERIM2E process to import the 2.0e files.

Since RERIM3B was created only so that system-generated files received from COD in the 3.0b schema for the 2008-2009 aid year can be imported, the new TEACH entrance and ATS parameters (4, 5, 6 & 7) associated with the RERIM10 process are not relevant with respect to the RERIM3B process and are marked as *Not Used* in job submission.

COD Import/Export Report (RERIMEX)

Description The COD Import/Export Report enables you to review XML records extracted from the Banner database for transmission to COD and to review COD responses that have been imported into the Banner database. Based on report parameters, you can modify the output so that the process selects only extracted documents (records still in a *Sent* status), only imported documents, or both extracted and imported documents. You can select records to report based on Document ID or a selected date range based on either a response or extract date.

This report includes the following sections:

For Extracted Documents

DL Origination Records	DL Origination Change Records	DL Disbursement Records
ACG Origination Records	ACG Disbursement Records	SMART Origination Records
SMART Disbursement Records	Pell Origination Records	Pell Disbursement Records
Identifier Change Records		

For Imported Documents

DL Origination Records	DL Origination Change Records	DL Disbursement Records
ACG Origination Records	ACG Disbursement Records	SMART Origination Records
SMART Disbursement Records	Pell Origination Records	Pell Disbursement Records
Negative Disbursement Records	Booking Notification Records	Payment to Servicer Records
Promissory Note Records	Credit Override Records	Identifier Change Records

This report can also be automatically run after the completion of the REREX10 and RERIM10 processes to produce either the *E* (Extract)/Sent Records or *I* (Import) reports for the particular Document ID being processed by REREX10 or RERIM10. To use this functionality, the Print Report parameter in the REREX10 or RERIM10 process must be set to the appropriate value.

Identifier Compare Report

The Update Student Identifier? parameter enables you to optionally create a report identifying those students that have a mismatch between their current COD Student Identifier (as displayed on REASTID) and the ISIR record (as displayed on RNANA10). The COD Student Identifier consists of the student's last name, SSN, and date of birth. These values are those that are compared for a mismatch between REASTID and RNANA10.

The following criteria determines if the compare between the current RERSTID Student Identifier record and the ISIR record occurs, and if the student is reported on the output:

- If the aid year code on the RERSTID table is greater than the aid year being processed then no comparison between RERSTID and RCRAPP1 occurs because the identifier currently in use for the student contains data from a more recent aid year ISIR record.
- If the aid year code on the RERSTID table is less than or equal to the aid year being processed then the comparison between RERSTID and RCRAPP1 occurs.



Note

This compare only affects the Student Identifier. This compare will not occur in any instance for the Parent PLUS Borrower Identifier. ■

The fields compared are the **Last Name**, **Date of Birth**, and **SSN**. The compare is between:

- The Current Student Identifier record (as displayed on REASTID):
 - The record in RERSTID where there is no Status Code

or

- if there is no record without a Status Code, the most recent record where the Status Code is *A* (Accepted)
 - The current RCRAPP1 record (as displayed on RNANA10)

If a mismatch is found between RERSTID and RCRAPP1, the data is reported in the report output.



Note

The Student Identifier Compare report is not dependent on a Document ID existing in the RERCODD table because the identifier currently in use for the student contains data from the current or from a prior aid year ISIR record. Only the Import and Extract Reports generated

through parameter 02 are dependent on a Document ID in RERCODD. The Student Identifier Compare report is strictly a compare between the RERSTID and RCRAPP1 tables. ■



Note

When the most recent Student Identifier record is in a *Sent* status on RERSTID, no comparison takes place and the student is not reported in the output as you cannot make manual updates on the REASTID form for these students. When the response to the *Sent* identifier record is imported so that the identifier is no longer in a *Sent* status, the students will be reported on the next run of the RERIMEX Student Identifier Compare report. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Records to Report	No	<p>Use this parameter to restrict your selection to either extracted, imported documents, or both imported and exported documents. The default is to report on both extracted and imported documents.</p> <p>When the process is run, you must enter values for this parameter and/or the Identifier Compare Report? parameter for the Student Identifier Compare report. You can populate both of these parameters to generate multiple report types, but you cannot run the process with both parameters blank.</p> <p>If a report type is selected for the 02 Records to Report parameter when also running the Student Identifier Compare report, the Extract/Import reports are generated along with the Student Identifier compare report. However, the data reported on the Student Identifier Compare report is completely independent of any of the other parameter values entered for the process as they are only used in conjunction with the Extract/Import reports.</p>	<p><i>E</i> Extracted Documents Only. This option reports all records in the selected Document IDs that have not yet had a response from COD that has been imported to Banner. This includes records that are still in a <i>Sent</i> status.</p> <p><i>I</i> Imported Documents Only. This option reports all records in the Document IDs selected that have received a response from COD that has been imported to Banner. This includes records that are no longer in a <i>Sent</i> status.</p> <p><i>B</i> Both Extracted and Imported Documents (Default). This option reports both records that are in a <i>Sent</i> status (as selected with option <i>E</i> above) and records that are not in a <i>Sent</i> status (as selected with option <i>I</i> above) for the Document IDs selected.</p>
	Document ID	No	This parameter enables you to request a report based on one or more specific Document IDs. If you do not know the specific Document ID, you can leave this parameter blank and instead use the <i>Date Selection Type</i> , <i>Beginning Date</i> , and <i>Ending Date</i> parameters to select a particular range of dates.	Validated to existing Document IDs on the REICODD form

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Date Selection Type	No	<p>You can select a date range for your report with this parameter. The value that you enter determines if you want to report by the extraction date or by the response date of the records as displayed on REICODD.</p> <p>If you enter a value for this parameter, you must enter a range of dates with the <i>Beginning Date</i> and <i>Ending Date</i> parameters.</p>	<i>E</i> Extract Date <i>R</i> Response Date
	Beginning Date	No	The beginning date for the extract or response date range. You must enter a value for the <i>Date Selection Type</i> and <i>Ending Date</i> parameters in order to use this parameter.	Date
	Ending Date	No	The ending date for the extract or response date range. You must enter a value for the <i>Date Selection Type</i> and <i>Beginning Date</i> parameters in order to use this parameter.	Date
	Identifier Compare Report?	No	The Update Student Identifier? parameter enables you to optionally create a report identifying those students that have a mismatch between their current COD Student Identifier (as displayed on REASTID) and the ISIR record (as displayed on RNANA10). The fields compared are the Last Name , Date of Birth , and SSN .	<i>Y</i> (Yes) <i>N</i> (No) Blank (Default)
	TEACH Entrance Requirement	No	Enter a TEACH Entrance Requirement Code. If the Records to report parameter is <i>I</i> (Imported Only) or <i>B</i> (Both extracted/imported), RERIMEX produces a TEACH Entrance Counseling Report based on the imported counseling files	Requirements Tracking Validation (RTVTREQ)
	TEACH ATS Requirement	No	Enter a TEACH Entrance Requirement Code. The TEACH ATS report will print the student ATS requirement codes and statuses.	Requirements Tracking Validation (RTVTREQ)

Financial Aid COD Extract/Import Report Sample - (Direct Loan Origination Records - Extract Report/Records in Sent Status)

26-APR-2007 03:56:52 PM BANNER University PAGE 01
AID YEAR: 0809 Financial Aid COD Extract/Import Report RERIMEX

DL ORIGINATION RECORDS - Extract Report/Records in Sent Status

ID	NAME	FUND	LOAN ID
517009001	Rucker, Test8001 J	DLPLUS	517009001P09G80006001
517009005	Rucker, Test8005 F	DGPLUS	517009005P09G80006001

2007-04-26T15:56:51.0070488331

Total Records: 2

Financial Aid COD Extract/Import Report Sample - (Direct Loan Disbursement Records - Extract Report/Records in Sent Status)

26-APR-2007 03:56:52 PM BANNER University PAGE 02
AID YEAR: 0809 Financial Aid COD Extract/Import Report RERIMEX

DL DISBURSEMENT RECORDS - Extract Report/Records in Sent Status

ID	NAME	FUND	LOAN ID	DISB/SEQ	TERM	TYPE
517009001	Rucker, Test8001 J	DLPLUS	517009001P09G80006001	01/01	200910	E
517009001	Rucker, Test8001 J	DLPLUS	517009001P09G80006001	02/01	200920	E
517009005	Rucker, Test8005 F	DGPLUS	517009005P09G80006001	01/01	200910	E
517009005	Rucker, Test8005 F	DGPLUS	517009005P09G80006001	02/01	200920	E

2007-04-26T15:56:51.0070488331

Total Records: 4

Financial Aid COD Extract/Import Report Sample - (Direct Loan Origination Change Records - Extract Report/Records in Sent Status)

24-APR-2007 08:38:10 PM		BANNER University		PAGE 01	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
DL ORIGINATIONS WITH LOG RECORDS - Extract Report/Records in Sent Status					
ID	NAME		FUND	LOAN ID	
517009004	Rucker, Test8004 L RPRLAPP_PREP_OR_TEACH_IND	From: N To: T	DLUNSB	517009004U09G80006001	
517009006	Rucker, Test8006 N RPRLAPP_PREP_OR_TEACH_IND	From: T To: G	DLUNSB	517009006U09G80006001	
2007-04-24T20:38:08.0070488331					

Total Records: 2					

Financial Aid COD Extract/Import Report Sample - (Pell Award Records - Extract Report/Records in Sent Status)

10-APR-2007 07:16:27 PM		BANNER University		PAGE 01	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
PELL AWARD RECORDS - Extract Report/Records in Sent Status					
ID	NAME		ORIG ID		SEQ NO
517009004	Rucker, Test8004 L		517009004RU200955444400		4
2007-04-10T19:16:26.0012345678					
Total Records: 1					

Financial Aid COD Extract/Import Report Sample - (Pell Disbursement Records - Extract Report/Records in Sent Status)

10-APR-2007 07:16:27 PM BANNER University PAGE 02
AID YEAR: 0809 Financial Aid COD Extract/Import Report RERIMEX

PELL DISBURSEMENT RECORDS - Extract Report/Records in Sent Status

ID	NAME	FUND CODE	ORIG ID	DISB/SEQ	TERM
517009004	Rucker, Test8004 L	PELL	517009004RU200955444400	02/01	200920

2007-04-10T19:16:26.0012345678

Total Records: 1

Financial Aid COD Extract/Import Report Sample - (ACG Award Records - Extract Report/Records in Sent Status)

25-APR-2007 11:34:29 AM BANNER University PAGE 01
AID YEAR: 0809 Financial Aid COD Extract/Import Report RERIMEX

ACG AWARD RECORDS - Extract Report/Records in Sent Status

ID	NAME	FUND CODE	ORIG ID	SEQ NO
517009004	Rucker, Test8004 L	ACG2	517009004A09554444002	1

2007-04-25T11:34:28.0012345678

Total Records: 1

Financial Aid COD Extract/Import Report Sample - (ACG Disbursement Records - Extract Report/Records in Sent Status)

25-APR-2007 11:34:29 AM		BANNER University		PAGE 02	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
ACG DISBURSEMENT RECORDS - Extract Report/Records in Sent Status					
ID	NAME	FUND CODE	ORIG ID	DISB/SEQ	TERM
517009004	Rucker, Test8004 L	ACG2	517009004A09554444002	01/01	200910
2007-04-25T11:34:28.0012345678					

Total Records: 1					

Financial Aid COD Extract/Import Report Sample - (SMART Award Records - Extract Report/Records in Sent Status)

10-MAY-2007 02:35:31 PM		BANNER University		PAGE 01	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
SMART AWARD RECORDS - Extract Report/Records in Sent Status					
ID	NAME	FUND CODE	ORIG ID	SEQ NO	
517009006	Rucker, Test8006 N	SMART	517009006T09620004001	1	
2007-05-10T14:35:28.0070488331					
Total Records: 1					

Financial Aid COD Extract/Import Report Sample - (SMART Disbursement Records - Extract Report/Records in Sent Status)

10-MAY-2007 02:35:31 PM		BANNER University		PAGE 02	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
SMART DISBURSEMENT RECORDS - Extract Report/Records in Sent Status					
ID	NAME	FUND CODE	ORIG ID	DISB/SEQ	TERM
517009006	Rucker, Test8006 N	SMART	517009006T09620004001	01/01	200920
2007-05-10T14:35:28.0070488331					

Total Records: 1					

Financial Aid COD Extract/Import Report Sample - (Pell Origination Records - Import Report)

10-MAY-2007 02:15:47 PM		BANNER University		PAGE 01	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
PELL ORIGINATION RECORDS - IMPORT REPORT					

Banner ID	Name	Orig/Loan ID	R#/S#	Document ID	

'A'ccepted					
162440011	Muehlhof, Eleven K	162440011MU200960000500		2007-04-04T12:41:19.0090488335	
162440015	Muehlhof, Fifteen O	162440015MU200960000500		2007-04-04T12:41:19.0090488335	
162440014	Muehlhof, Fourteen N	162440014MU200960000500		2007-04-04T12:41:19.0090488335	
162440013	Muehlhof, Thirteen M	162440013MU200960000500		2007-04-04T12:41:19.0090488335	
162440012	Muehlhof, Twelve L	162440012MU200960000500		2007-04-04T12:41:19.0090488335	
2007-04-04T12:41:19.0090488335					

Total Accepted Records: 5					
Total Corrected Records: 0					
Total Duplicate Records: 0					
Total Rejected Records: 0					

Financial Aid COD Extract/Import Report Sample - (Pell Disbursement Records - Import Report)

10-MAY-2007 02:15:47 PM
AID YEAR: 0809

BANNER University
Financial Aid COD Extract/Import Report

PAGE 08
RERIMEX

PELL DISBURSEMENT RECORDS - IMPORT REPORT

Banner ID	Name	Orig/Loan ID	R#/S#	Document ID
-----------	------	--------------	-------	-------------

'A'ccepted

162440011	Muehlhof, Eleven K	162440011MU200960000500	1 /1	2007-04-06T09:13:52.0090488335
162440013	Muehlhof, Thirteen M	162440013MU200960000500	1 /1	2007-04-06T09:13:52.0090488335

2007-04-06T08:13:52.0090488335

Total Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0

Financial Aid COD Extract/Import Report Sample - (Direct Loan Origination Records - Import Report)

10-MAY-2007 02:15:47 PM
AID YEAR: 0809

BANNER University
Financial Aid COD Extract/Import Report

PAGE 02
RERIMEX

DL ORIGINATION RECORDS - IMPORT REPORT

Banner ID	Name	Orig/Loan ID	R#/S#	Document ID
-----------	------	--------------	-------	-------------

Accepted

162440011	Muehlhof, Eleven K	162440011S09G80005001		2007-04-04T12:41:19.0090488335
162440011	Muehlhof, Eleven K	162440011U09G80005001		2007-04-04T12:41:19.0090488335
162440015	Muehlhof, Fifteen O	162440015U09G80005001		2007-04-04T12:41:19.0090488335
162440017	Muehlhof, Seventeen Q	162440017S09G80005001		2007-04-04T12:41:19.0090488335
162440017	Muehlhof, Seventeen Q	162440017U09G80005001		2007-04-04T12:41:19.0090488335
162440016	Muehlhof, Sixteen P	162440016S09G80005001		2007-04-04T12:41:19.0090488335
162440016	Muehlhof, Sixteen P	162440016U09G80005001		2007-04-04T12:41:19.0090488335
162440013	Muehlhof, Thirteen M	162440013U09G80005001		2007-04-04T12:41:19.0090488335
162440012	Muehlhof, Twelve L	162440012S09G80005001		2007-04-04T12:41:19.0090488335

Acpt/Cr Pending

162440017	Muehlhof, Seventeen Q	162440017P09G80005001		2007-04-04T12:41:19.0090488335
162440016	Muehlhof, Sixteen P	162440016P09G80005001		2007-04-04T12:41:19.0090488335

2007-04-04T12:41:19.0090488335

 Total Accepted Records: 9
 Total Rejected Records: 0
 Total Acpt/Cr Accept Records: 0
 Total Acpt/Cr Denied Records: 0
 Total Acpt/Cr Pending Records: 2

Financial Aid COD Extract/Import Report Sample - (Direct Loan Change Records - Import Report)

```

10-MAY-2007 02:15:47 PM      BANNER University      PAGE 17
AID YEAR: 0809              Financial Aid COD Extract/Import Report  RERIMEX

                        DL ORIGINATIONS WITH LOG RECORDS - IMPORT REPORT
-----
Banner ID      Name      Orig/Loan ID      R#/S#  Document ID
-----
'A'ccepted
179400010      Wood, Joseph J      179400010U09G80006001      2007-04-11T16:09:17.0070488331
                  RPRLAPP_PREP_OR_TEACH_IND      From: N
                  To: G
                  RPRLAPP_DISC_NEED_PRINT_FLAG      From: Y
                  To: Z

2007-04-11T16:09:17.0070488331
-----
Total Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0

```

Financial Aid COD Extract/Import Report Sample - (ACG Origination Records - Import Report)

```

10-MAY-2007 02:15:47 PM      BANNER University      PAGE 04
AID YEAR: 0809              Financial Aid COD Extract/Import Report  RERIMEX

                        ACG ORIGINATION RECORDS - IMPORT REPORT
-----
Banner ID      Name      Orig/Loan ID      Fund Code  R#/S#  Document ID
-----
'A'ccepted
162440011      Muehlhof, Eleven K      162440011A07600005001      ACG      2007-04-04T12:41:19.0090488335
162440012      Muehlhof, Twelve L      162440012A07600005001      ACG2     2007-04-04T12:41:19.0090488335

2007-04-04T12:41:19.0090488335
-----
Total Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0

```

Financial Aid COD Extract/Import Report Sample - (ACG Disbursement Records - Import Report)

10-MAY-2007 02:15:47 PM		BANNER University			PAGE 09	
AID YEAR: 0809		Financial Aid COD Extract/Import Report			RERIMEX	
ACG DISBURSEMENT RECORDS - IMPORT REPORT						
Banner ID	Name	Orig/Loan ID	Fund Code	R#/S#	Document ID	
'A'ccepted						
162440011	Muehlhof, Eleven K	162440011A07600005001	ACG	1 /1	2007-04-06T09:13:52.0090488335	
2007-04-06T09:13:52.0090488335						

Total	Accepted Records: 1					
Total	Corrected Records: 0					
Total	Duplicate Records: 0					
Total	Rejected Records: 0					

Financial Aid COD Extract/Import Report Sample - (SMART Origination Records - Import Report)

10-MAY-2007 02:15:47 PM		BANNER University		PAGE 05	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
SMART ORIGATION RECORDS - IMPORT REPORT					
Banner ID	Name	Orig/Loan ID	Fund Code	R#/S#	Document ID
'A'ccepted					
162440014	Muehlhof, Fourteen N	162440014T07600005001	SMART2		2007-04-04T12:41:19.0090488335
162440013	Muehlhof, Thirteen M	162440013T07600005001	SMART		2007-04-04T12:41:19.0090488335
2007-04-04T12:41:19.0090488335					

Total Accepted Records: 2					
Total Corrected Records: 0					
Total Duplicate Records: 0					
Total Rejected Records: 0					

Financial Aid COD Extract/Import Report Sample - (SMART Disbursement Records - Import Report)

10-MAY-2007 02:15:47 PM		BANNER University		PAGE 10	
AID YEAR: 0809		Financial Aid COD Extract/Import Report		RERIMEX	
SMART DISBURSEMENT RECORDS - IMPORT REPORT					
Banner ID	Name	Orig/Loan ID	Fund Code	R#/S#	Document ID
'A'ccepted					
162440013	Muehlhof, Thirteen M	162440013T07600005001	SMART	1 /1	2007-04-06T09:13:52.0090488335
2007-04-06T09:13:52.0090488335					

Total Accepted Records: 1					
Total Corrected Records: 0					
Total Duplicate Records: 0					
Total Rejected Records: 0					

Financial Aid COD Import/Export Report — (Student Identifier Compare)

10-MAY-2007 02:15:47 PM
AID YEAR: 0809

BANNER University
Financial Aid COD Extract/Import Report

PAGE 56
RERIMEX

STUDENT IDENTIFIER COMPARE REPORT

COD				ISIR			
ID	NAME	SSN	LAST NAME	BIRTH DATE	SSN	LAST NAME	BIRTH DATE
162440001	Muehlhof, One A	162440001	Muehlhof	01-JAN-1985	162440001	Muehlhof	01-JAN-1986
162440002	Muehlhof, Two B	162440002	Muehlhof	02-FEB-1985	162440002	Muehlhof	02-FEB-1986
162440003	Muehlhof, Three C	162440003	Muehlhof	03-MAR-1982	162440003	Muehlhof	03-MAR-1986
162440004	Muehlhof, Four D	162440004	Muehlhof	04-APR-1984	162440004	Muehlhof	04-APR-1986
162440005	Muehlhof, Five E	162440005	Mismatch	01-JAN-1985	162440005	Muehlhof	05-MAY-1986
162440006	Muehlhof, Six F	162440006	Muehlhof	06-JUN-1986	162440006	MUEHLHOF	06-JUN-1987

Total Records: 6

Financial Aid COD Import/Export Report — (Identifier Change Records and Identifier Records with Edits/Rejects)

10-MAY-2007 02:15:47 PM BANNER University PAGE 13
AID YEAR: 0809 Financial Aid COD Extract/Import Report RERIMEX

IDENTIFIER CHANGE RECORDS AND IDENTIFIER RECORDS WITH EDITS/REJECTS - IMPORT REPORT

ID	NAME	ID TYPE	ID SEQ	PLUS ID
----	------	---------	--------	---------

'A'ccepted

179400010	Wood, Joseph J	Student	4	
-----------	----------------	---------	---	--

2007-04-11T09:48:56.0070488331

Total Accepted Records: 1
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0

ISIR Print Process (RERISxx)

Description The ISIR Print Process is used to print ISIRs in the format recommended by the Department of Education for a specified aid year. The print specifications are in the EDE Technical Reference Manual.

When printing ISIRs, you have the option to print the following:

- Comment text
- Certification page
- NSLDS page

Also, ISIRs may be printed for an individual student or a group of student as follows:

- An individual student's ISIR using a Banner Student ID, Transaction Number (optional), and Sequence Number (optional)
- A group of ISIRs using Population Selection
- A group of ISIRs using a the date range of the Processed Date or Create Date

If a population is used, the ISIR that is printed is the one that matches the transaction number in the student's RORSTAT record for the parameter aid year.



Note

Certain ISIR Comment Codes cause the C code to be printed on the ISIR. As part of Banner's annual ISIR print process updates, ISIR Comment Codes are reviewed to ensure that the C code prints when required. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Print Comment Text (Y/N)	No	Print the Comment Text, Yes or No.	Y Yes (default)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Print Certification Page (Y/N)	No	Print the Certification Page, <i>Yes</i> or <i>No</i> .	<i>Y</i> Yes (default)
	Print NSLDS Page (Y/N)	No	Print the NSLDS Page, <i>Yes</i> or <i>No</i> .	<i>Y</i> Yes (default)
	Not used at this time			
	Not used at this time			
	Banner ID Trans No	No	Enter Banner Student ID, transaction number, and sequence number in this format: <i>11111111 02 003</i> .	
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	The ID of the person who created the sub-population rules	
	User ID	No	The ID of the person using the sub-population rules	
	Postscript Laser Printer (Y/N)	No	Print ISIRs to the Laser Printer, <i>Yes</i> or <i>No</i> .	<i>Y</i> Yes <i>N</i> No (default)
	Beginning Processed Date	No	The processing start date for the print population.	DD-MMM-YYYY
	Ending Processed Date		The processing end date for the print population.	DD-MMM-YYYY
	Beginning Created Date		The creation start date for the print population.	DD-MMM-YYYY
	Ending Created Date		The creation end date for the print population.	DD-MMM-YYYY

ISIR Print Process Sample

2010-2011 Institutional Student Information Record

* IMPORTANT: Read ALL information to find out what to do with this Report. *

Aaron Kichline
BORN BEFORE ASSUME NO
EDIT 1004 VA 20784

OMB Number: 1845-0008
December 16, 2009

EFC 0 C

Based on information we have on record for you, your EFC is 0. You may be eligible for a Federal Pell Grant. Your school will use your EFC to determine your financial aid eligibility for other federal grants, loans, and work study, and possible funding from your state and school.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

The Social Security Administration did not confirm that you are a U.S. citizen. Please provide your financial aid office with documentation of your U.S. citizenship (such as your U.S. Passport, Certificate of Naturalization or Birth Certificate). If the documents support your status as a U.S. citizen, the financial aid office at your school will make a copy of your documentation and can continue to process your federal student aid. If you are an eligible noncitizen, you or your school must submit a correction to Item 14 to indicate that you are an eligible noncitizen and also provide your Alien Registration Number in Item 15. You and your school will receive a new SAR/ISIR within three processing days with results from the Department of Homeland Security about your eligible noncitizen status.

Contact the following agency(ies) regarding your defaulted federal student loan(s):

Debt Collection Service, 1-800-621-3115 (GA 739)

Oklahoma Guaranteed Student Loan Program, Collection Office, 1-800-522-8022 or 405-234-4300 (GA 740)

Oregon Student Assistance Commission, Collection Office, 541-984-2450 or 1-888-323-3262 (GA 741)

Pennsylvania Higher Education Assistance Agency, 1-800-233-0751 or 1-800-692-7392 (GA 742)

The National Student Loan Data System (NSLDS) indicates that one or more of your federal student loans have been discharged. If you have questions, contact the financial aid office at your school.

Be sure to review the items printed in darker print on this SAR and make any corrections if necessary.

You left Item 23 blank. Your failure to provide an answer to this question makes you ineligible to receive federal student aid. Either indicate that you have not been convicted of possessing or selling illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, and work-study), or use the enclosed worksheet to determine your answer to this question. You can answer Item 23 on your SAR or you can correct this item by calling 1-800-4-FED-AID (1-800-433-3243) or by going to www.fafsa.gov. Please understand that a drug conviction does not necessarily disqualify you from receiving student aid.

* IMPORTANT: Read ALL information to find out what to do with this Report. *

OMB Number: 1845-0008

Aaron Kichline

December 16, 2009

BORN BEFORE ASSUME NO

EDIT 1004 VA 20784

EFC 0 C

We assumed certain information to calculate your eligibility for federal student aid. We printed the assumption we made and the word "assumed" in the "You told us" space for each of these items. If our assumptions are correct, do not change them. If they are incorrect, you need to make the necessary corrections.

If you need to make corrections to your information, you may either make them online at www.fafsa.gov, or by using this SAR. You must use your Federal Student Aid PIN to access your record online. If you need additional help with your SAR, contact your school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If your mailing address or e-mail address changes, you can make the correction online, send in the correction on your SAR, or call 1-800-4-FED-AID and ask a customer service representative to make the change for you.

Student ID	998-11-0301 KI 01	EFC	0 C
STEP ONE (THE STUDENT) (Q1-Q32)		Dependency Status	I
h Name	Aaron Kichline		
Address:		STEP TWO (STUDENT & SPOUSE) CONT.	
	BORN BEFORE ASSUME NO	Military or Clergy Allowances	
h	EDIT 1004 VA 20784	h Veterans Non-education Benefits	
h Social Security Number	998-11-0301	Other Untaxed Income	
h Date of Birth	12/31/1986	h Money Received/Paid on Your Behalf	
h Permanent Home Phone #			
h Driver's License #	NONE	STEP THREE (STUDENT STATUS) (Q46 - Q58)	
h E-mail Address		*Born Before 1-1-1987?	YES
Citizenship Status	U.S. CITIZEN	h Is Student Married?	NO
h Alien Registration Number		Working on Master's/Doctorate Program?	NO
Marital Status	SINGLE	h On Active Duty in U.S. Armed Forces?	NO
h Marital Status Date		Veteran of U.S. Armed Forces?	NO
State of Legal Residence	VA	h Have Children You Support?	NO
h Legal Resident Before 1-1-2005?		Dependents Other Than Children/Spouse?	NO
Legal Residence Date		h Orphan or Ward of the Court?	NO
h Male or Female?	Female	Are/Were you an Emancipated Minor?	NO
Register for Selective Service?		h Are/Were you in Legal Guardianship?	NO
h Drug Conv Affecting Elig?		Homeless Child or Youth?	NO
Father's Educational Level		h Determined by HUD Homeless?	NO
h Mother's Educational Level		At Risk for Homelessness?	NO
High School or Equivalent? High Sch. Diploma			
h First Bachelor's Degree by 7-1-2010?	NO	STEP FOUR (PARENTS) (Q59 - Q93)	
Grade Level in College	1ST YR NEVER ATT	h Marital Status	MARRIED/REMARIED
h Degree/Certificate		Marital Status Date	
Enrollment Status		h Father's/Stepfather's SSN	391-09-1111
h Interested in Work-Study/Loans?		Father's Last Name	FATHERLASTNAME
Coursework to become a teacher?		h Father's First Initial	A
		Father's Date of Birth	01/01/1953
STEP TWO (STUDENT & SPOUSE) (Q33 - Q45)		h Mother's/Stepmother's SSN	000-00-0000
h Tax Return Filed?	NOT FILING	Mother's Last Name	
Type of 2009 Tax Return Used		h Mother's First Initial	
h Eligible to File 1040A/1040EZ?	YES	Mother's Date of Birth	
Adjusted Gross Income	0	h E-mail Address	
h U.S. Income Tax Paid	0	State of Legal Residence	VA
Exemptions Claimed	0	h Legal Residents before 1-1-2005?	
h Student's Income Earned from Work	0	Legal Residence Date	
Spouse's Income Earned from Work	0	h Number of Family Members	3
h Cash, Savings, and Checking	0	Number in College	1
Net Worth of Investments	0	h Supplemental Security Income Benefits	
h Net Worth of Business/Farm	0	Food Stamp Benefits	
Student's Addl Financial Information		h Free/Reduced Price Lunch Benefits	
Education Credits		TANF Benefits	
h Child Support Paid		h WIC Benefits	

Taxable Earnings Need-Based Empl	Tax Return Filed?	COMPLETED
h Grant & Scholarship Aid Reported	h Type of 2009 Tax Return Used	1040A/EZ/TEL
Special Combat Pay/Combat Pay	Eligible to File 1040A/1040EZ?	YES
h Co-op Earnings	h Parent a Dislocated Worker?	
Student/Spouse Untaxed Income	Adjusted Gross Income	5000
Tax-Deferred Pension/Savings	h U.S. Income Tax Paid	0
h IRA Deductions and Payments	Exemptions Claimed	3
Child Support Received	h Father's Income Earned from Work	5000
h Tax Exempt Interest Income	Mother's Income Earned from Work	9999
Untaxed IRA Distributions	h Cash, Savings, and Checking	0
h Untaxed Portions of Pension	Net Worth of Investments	0
	h Net Worth of Business/Farm	0

*=assumption h=highlight flag #-correction this trans @=corrected previous trans

Page 3 of 7

2010-2011 Institutional Student Information Record

Student ID	998-11-0301 KI 01	EFC	0 C
Last Name	Kichline		

STEP FOUR (PARENTS) CONT.

Parents' Addl Financial Information

h Education Credits

h Child Support Paid

h Taxable Earnings Need-Based Empl

h Grant & Scholarship Aid Reported

Special Combat Pay/Combat Pay

h Co-op Earnings

Parents' Untaxed Income

h Tax-Deferred Pension/Savings

h IRA Deductions and Payments

Child Support Received

h Tax Exempt Interest Income

Untaxed IRA Distributions

h Untaxed Portions of Pension

h Military or Clergy Allowances

h Veterans Non-education Benefits

Other Untaxed Income

STEP FIVE (STUDENT HH) (Q94 - Q101)

h Number of Family Members 1

Number in College 1

h Supplemental Security Income Benefits

Food Stamp Benefits

h Free/Reduced Price Lunch Benefits

TANF Benefits

h WIC Benefits

Student/Spouse a Dislocated Worker?

STEP SIX (Q102)

h School #1 001002 Housing #1

h School #2 Housing #2

h School #3 Housing #3

h School #4 Housing #4

h School #5 Housing #5

h School #6 Housing #6

STEP SEVEN (Q103 - Q107)

Date Application Completed 01/01/2010

Signed By APPLICANT AND PARENT

h Preparer's SSN

Preparer's EIN

h Preparer's Signature

OFFICE INFORMATION

Primary EFC Type 5

Secondary EFC Type 2

Processed Date 03/20/2010

Transaction Data Source/Type:

Web Student - Spanish correction

Source of Correction

Federal School Code Indicator 001002

Reject Override Codes:

A: B: C: G: J: K: N: W:

3: 12: 20:

Assumption Override Codes:

1: 2: 3: 4: 5: 6:

FAA INFORMATION				CPS Pushed ISIR Flag				
Date ISIR Received	12/16/2009			Rejects Met:				
Verification Flag				Verification Tracking Flag	1570			
h Professional Judgment				Dependency Override				
Transaction Receipt Date	03/20/2010			ETI	0			
Reprocessing Code				Correction # Applied To				
Processed Record Type				Application Receipt Date	03/20/2010			

Pell Elig Flag	Y					Intermediate Values	
Primary EFC	0	Secondary EFC	0	TI	0	PCA	0
Mon 1	0	Mon 1	0	ATI	7780	AAI	0
Mon 2	0	Mon 2	0	STX	0	TSC	0
Mon 3	0	Mon 3	0	EA	0	TPC	0
Mon 4	0	Mon 4	0	IPA	7780	PC	0
Mon 5	0	Mon 5	0	AI	-7780	STI	
Mon 6	0	Mon 6	0	CAI	-3890	SATI	
				DNW	0	SIC	
				NW	0	SDNW	
				APA	0	SCA	0
						FTI	0

Auto Zero EFC Flag		Rejected Status Change Flag		Duplicate SSN Flag	
EFC Change Flag	NO CHANGE	Verification Selection Flag		Address Only Correction	
SNT Flag		Special Circumstance Flag		SAR C Change Flag	

Match Flags:	SSN 4	SSA B	DHS	SS	NSLDS 1	VA	DHS Sec. Conf.	Father SSN	8
	DHS Verification #				SS Registration Flag			Mother SSN	8
	NSLDS Transaction Number	01			NSLDS Database Results Flag 1			DOD	

Comments: 149,001,146,124,219,220,221,222,115,118,053,117,006

*=assumption h=highlight flag #=correction this trans @=corrected previous trans

Aaron Kichline

998-11-0301

2010-2011 NSLDS FINANCIAL AID HISTORY (Cont.)

Processed: 03/20/2010

This page contains your previous financial aid information, which is contained in the National Student Loan Data System (NSLDS). Your Financial Aid Administrator will use it to determine your eligibility.

```

*****
Discharged      Fraud      Defaulted      Loan Sat.      Active      PostScreening
Loan Flag:P     Loans:         Loans:N        Repayment:N    Bankruptcy:N  Reason:
Overpayment:    Contact:
ACG:            N 05
Pell:           N 05
N.SMART:        N N/A
TEACH:
FSEOG:          N 04
Perkins:        N 12345678
*****

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*****
Aggregate Amount      Outstanding      Pending      Total:
FFEL/Direct Loans:    Prin. Bal.:    Disb(s):
Subsidized Loans:     N/A            $ 4,401      $ 777,777
Unsubsidized Loans:   N/A            N/A          $ 8,888
TEACH Loans:          N/A            N/A          N/A
Combined Loans:       N/A            N/A          $ 999,999
Unallocated Consol. Loans: N/A            N/A          N/A
Perkins Loans:
Outstanding Principal Bal.: N/A            Current Year Loan Amount: $ 5,305
TEACH Grants:
Undergrad/Post Bacc Disb Amount: $ 0            Grad Disbursement Amount: $ 0
*****

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*****
National SMART Payment Data:
Sch. Tran: Sch. Award Disb. %Elig.by %Elig.by Award As Of: Yr in CIP: Seq:
Code: Awd.: Amt: Amt: Sch.: Yr.: Year:
N/A $ $ $ .0247 03/15/2009 1 2345678 001
N/A $ $ $ .0247 03/15/2009 1 2345678 001
N/A $ $ $ .0247 03/15/2009 1 2345678 001
*****

```

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*****
Loan Detail:
Net Loan Loan Begin Loan End GA School Grade Contact
Amount Date Date Code Code Level Code Type
FFEL Consolidated $ 689 03/21/2009 702 N/A 001 739 GA
Status Code AE as of 01/24/2009
Outstanding Bal. $ 501 as of
Addl Unsub: Health Professions Cap Int: NO
Disb Date: 01/04/2009 Disb Amt: $ 737,328

FFEL Consolidated $ 689 03/21/2009 702 N/A 001 740 GA
Status Code AE as of 01/24/2009
Outstanding Bal. $ 501 as of
Addl Unsub: Health Professions Cap Int: NO
Disb Date: 01/28/2009 Disb Amt: $ 722,705

```

Aaron Kichline

998-11-0301

2010-2011 NSLDS FINANCIAL AID HISTORY (Cont.)

Processed: 03/20/2010

This page contains your previous financial aid information, which is contained in the National Student Loan Data System (NSLDS). Your Financial Aid Administrator will use it to determine your eligibility.

Loan Detail:

	Net Loan Amount	Loan Begin Date	Loan End Date	GA Code	School Code	Grade Level	Contact Code	Type
FFEL Consolidated	\$ 689		03/21/2009	702	N/A		741	GA
Status Code AE as of 01/24/2009								
Outstanding Bal. \$								
Addl Unsub: Health Professions	Cap Int: NO							
Disb Date: 02/01/2009	Disb Amt: \$ 700,778							
FFEL Consolidated	\$ 689		03/21/2009	702	N/A	001	742	GA
Status Code AE as of 01/24/2009								
Outstanding Bal. \$	501 as of							
Addl Unsub: Health Professions	Cap Int: NO							
Disb Date: 01/22/2009	Disb Amt: \$ 708,086							
FFEL Consolidated	\$ 689		03/21/2009	702	N/A	001	743	GA
Status Code AE as of 01/24/2009								
Outstanding Bal. \$	501 as of							
Addl Unsub: Health Professions	Cap Int: NO							
Disb Date: 01/25/2009	Disb Amt: \$ 715,395							
FFEL Consolidated	\$ 689		03/21/2009	702	N/A	001	743	GA
Status Code AE as of 01/24/2009								
Outstanding Bal. \$	501 as of							
Addl Unsub: Health Professions	Cap Int: NO							
Disb Date: 01/01/2009	Disb Amt: \$ 730,016							

MPN/Loan Limit Information

Direct Loan Subsidized/Unsubsidized MPN:

Direct Loan PLUS MPN: Closed

Direct Grad PLUS MPN: Closed

Subsidized Loan Limit Flag: Close to or equal to limit

Combined Loan Limit Flag: Close to or equal to limit

Student ID
Last Name998-11-0301 KI 01
Kichline

EFC

0 C

READ, SIGN, AND DATE

If you are the student, by signing this application you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan, and (5) will not receive a Federal Pell Grant for more than one college for the same period of time.

If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other Federal agencies. If you sign any document related to the federal student aid programs electronically using a Personal Identification Number (PIN), you certify that you are the person identified by the PIN and have not disclosed that PIN to anyone else. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

Everyone whose information is given on this form should sign below. The student (and at least one parent, if parent information is given) MUST sign below.

Student _____ Date: _____

Parent _____ Date: _____

* IMPORTANT: Read ALL information to find out what to do with this Report. *

OMB Number: 1845-0008
December 16, 2009

Bubba Kichline
BORN BEFORE ASSUME NO
EDIT 1004 VA 20784

EFC 0 C

Based on information we have on record for you, your EFC is 0. You may be eligible for a Federal Pell Grant. Your school will use your EFC to determine your financial aid eligibility for other federal grants, loans, and work study, and possible funding from your state and school.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

The Social Security Administration did not confirm that you are a U.S. citizen. Please provide your financial aid office with documentation of your U.S. citizenship (such as your U.S. Passport, Certificate of Naturalization or Birth Certificate). If the documents support your status as a U.S. citizen, the financial aid office at your school will make a copy of your documentation and can continue to process your federal student aid. If you are an eligible noncitizen, you or your school must submit a correction to Item 14 to indicate that you are an eligible noncitizen and also provide your Alien Registration Number in Item 15. You and your school will receive a new SAR/ISIR within three processing days with results from the Department of Homeland Security about your eligible noncitizen status.

Contact the following agency(ies) regarding your defaulted federal student loan(s):

Debt Collection Service, 1-800-621-3115 (GA 739)

Oklahoma Guaranteed Student Loan Program, Collection Office, 1-800-522-8022 or 405-234-4300 (GA 740)

Oregon Student Assistance Commission, Collection Office, 541-984-2450 or 1-888-323-3262 (GA 741)

Pennsylvania Higher Education Assistance Agency, 1-800-233-0751 or 1-800-692-7392 (GA 742)

The National Student Loan Data System (NSLDS) indicates that one or more of your federal student loans have been discharged. If you have questions, contact the financial aid office at your school.

Be sure to review the items printed in darker print on this SAR and make any corrections if necessary.

You left Item 23 blank. Your failure to provide an answer to this question makes you ineligible to receive federal student aid. Either indicate that you have not been convicted of possessing or selling illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, and work-study), or use the enclosed worksheet to determine your answer to this question. You can answer Item 23 on your SAR or you can correct this item by calling 1-800-4-FED-AID (1-800-433-3243) or by going to www.fafsa.gov. Please understand that a drug conviction does not necessarily disqualify you from receiving student aid.

2009-2010 Grant Origination Creation Process (REROR10)

Description The Grant Origination Creation Process enables you to create Pell Grant, ACG, and SMART Grant origination records. You can also use REROR10 to process data requests scheduled on the Data Request Record form (RERRDRQ). These requests include Multiple Reporting Records (MRRs), Reconciliation records, Statement of Account records, and Year-to-Date records.

Conditions for the Creation of Pell Originations

- The REROR10 Process creates origination records for all students who have the **Pell Origination** field checked on the Packaging Group Information block of the RPAAWRD, RPAAPMT, or ROARMAN forms. The REROR10 process creates an origination record for those students who already have Pell awards for the year, but do not yet have an origination record.

Conditions for the Creation of ACG and SMART Originations

Unlike Pell origination records, ACG and SMART originations do not use an origination indicator to determine if an origination needs to be created for the fund. Instead, when the REROR10 process is run it determines if an origination already exists for the fund code, and if an origination does not exist, creates the origination record. If an origination already exists for the fund code, the process compares the current awarded amount for the fund to the amount due to the student on the origination record. If the awarded amount is more than the amount due to the student, an updated origination record is created for the student with the increased amount. This is the only time an updated origination is automatically created for the student through the REROR10 process. Other data changes that are needed on an origination record must be made using the REAOR10 form.

- In order for an ACG or SMART origination record to be created, a Pell origination record must already exist or a Pell origination must be in the process of being created in this same run of the REROR10 process. If no Pell origination exists, the ACG or SMART origination is not created. (This Pell award validation rule for the ACG or SMART grant award is overridden when the **No Pell** override field on the RPAAPMT, RPAAWRD, or RPAMOFF forms has been used to award the ACG or SMART grant when the student does not have a Pell award in Banner.)
- The year level for any ACG or SMART fund code must be defined on the Fund Management form (RFRMGMT). The **ACG Grade Level** field cannot be blank for an ACG fund and the **SMART Grade Level** field cannot be blank for a SMART Fund. If the indicator is blank for the fund code, the ACG or SMART origination is not created.

- If the existing active origination for the Fund Code is locked, a new origination is not created for the Fund Code even if the data has changed as compared to the current locked origination record.

For example, if the student's existing origination for fund code *ACG1* is locked, a new sequence of the *ACG1* origination is not created.

However, if the student also needs a Fund Code *ACG2* origination created and the student does not have an existing *ACG2* fund code origination record that is locked (and all other conditions are passed), the *ACG2* origination record is created.

- If the existing active origination for the fund code is in a *S* (Sent) status in the **Action Code** field on the ACG/SMART window of the REAOR10 form, a new origination is not created for the fund code.

For example, if the student's existing origination for fund code *ACG1* in a *S* (Sent) status, a new sequence of the *ACG1* origination is not created.

However, if the student also needs a Fund Code *ACG2* origination created and the student does not have an existing *ACG2* fund code origination record that is in a *S* (Sent) status (and all other conditions are passed), the *ACG2* origination is created.

- If the student does not have a valid value in the **SAR Transaction Number** field on the ROAPELL form, the origination is not created.
- The **Year in College** determined for the student must match the **Grant Type** being created on the ACG/SMART window of the REAOR10 form.

For example, if the student has a **Year in College** value of *2nd year, sophomore*, and the **Grant Type** value is *A1=ACG Year 1*, the origination is not created.

The following levels are valid for **Grant Type** and **Year in College** combinations:

Grant Type	Year in College
<i>A1=ACG Year 1</i>	<i>1st year, no prior college or 1st year, prior college</i>
<i>A2=ACG Year 2</i>	<i>2nd year, sophomore</i>
<i>S3=SMART Year 3</i>	<i>3rd year, junior</i>
<i>S4=SMART Year 4</i>	<i>4th year, senior</i>

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Create Pell Originations	Yes	This parameter enables you to create Pell origination records for all students for the aid year who have the Pell Origination field checked on the Packaging Group Information window of the RPAAWRD, RPAAPMT, or ROARMAN forms.	<i>Y</i> Create Pell Origination Records <i>N</i> Do not create Pell Origination Records
	Create ACG Originations	Yes	This parameter enables you to create ACG origination records for all students for the aid year who have an ACG award with an <i>Accepted</i> status or <i>Offered</i> status (depending on the <i>Create Originations Award Stat</i> parameter setting.)	<i>Y</i> Create ACG Origination Records <i>N</i> Do not create ACG Origination Records
	Create SMART Originations	Yes	This parameter enables you to create SMART origination records for all students for the aid year who have a SMART award with an <i>Accepted</i> status or <i>Offered</i> status (depending on the <i>Create Originations Award Stat</i> parameter setting.)	<i>Y</i> Create SMART Origination Records <i>N</i> Do not create SMART Origination Records
	Create Originations Award Stat	Yes	<p>This parameter determines the value of the student award status when the origination record is created.</p> <p>When this parameter is <i>A</i>, an origination record is created for any student with an <i>Accepted</i> award.</p>	<i>O</i> Create origination records with an <i>Offered</i> and <i>Accepted</i> award status <i>A</i> Create origination records with an <i>Accepted</i> award status.

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Proc Data Request Records	Yes	This parameter processes the data requests scheduled on the Data Request Record form (RERRDRQ). You can use the RERRDRQ form to request Multiple Reporting Records (MRRs), Reconciliation records, Statement of Account records, and Year-to-Date records.	<i>PL</i> Process Pell Data Requests (PGRQ10IN) <i>AG</i> Process ACG Data Requests (AGRQ10IN) <i>SG</i> Process SMART Data Requests (SGRQ10IN) <i>AL</i> Process All Grant Type Data Requests (PGRQ10IN, AGRQ10IN, and/or SGRQ10IN) <i>NO</i> Do not process data request records (default)
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID parameters.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Grant Origination Creation Process Report Sample

16-APR-2009 11:21:18 AM
Aid Year: 0910

SUNGARDHE University*****
2009-2010 Grant Origination Process

1
REROR10

PELL ORIGINATIONS

Student ID	Origination/Award ID	GRANT TYPE	RESULT/COMMENT
998000180	998000180CR201055444400	PELL	
998000196	998000196BU201055444400	PELL	
998000176	998000176CH201055444400	PELL	
998000190	998000190JA201055444400	PELL	
998000184	998000184NU201055444400	PELL	
998000178	998000178LI201055444400	PELL	
998000188	998000188HA201055444400	PELL	

ACG ORIGINATIONS

Student ID	Origination/Award ID	GRANT TYPE	FUND CODE	RESULT/COMMENT
998000180	998000180A10554444001	ACG YEAR 1	ACG	
998000184	998000184A10554444001	ACG YEAR 2	ACG2	
998000188	998000188A10554444001	ACG YEAR 1	ACG	
998000178		ACG YEAR 2	ACG2	*ERROR* Payment Reason Code is missing.

SMART ORIGINATIONS

Student ID	Origination/Award ID	GRANT TYPE	FUND CODE	RESULT/COMMENT
998000176		SMART YEAR 3	SMART	*ERROR* CIP Code is missing.
998000196	998000196T10554444001		SMART5	
998000190		SMART YEAR 4	SMART2	*ERROR* CIP Code is missing.

Total Records Read.....:3

Total Records Rejected.....:2
Total SMART Origination Records Created.....:1

TEACH ORIGINATION CREATE

Total Records Read.....:0
Total Records Rejected.....:0
Total TEACH Origination Records Created.....:0

Grant Origination Creation Process Report Sample

Contd...2
16-APR-2009 11:21:18 AM
Aid Year: 0910

SUNGARDHE University*****
2009-2010 Grant Origination Process

2
REROR10

CONTROL SUMMARY

Program Name.....:REROR10(8.4)
One up Number.....:198569

PARAMETERS

Aid Year Code.....:0910
Create Pell Originations.....:Y
Create ACG Originations.....:Y
Create SMART Originations.....:Y
Create TEACH Originations.....:N
Create Originations Award Status.....:A
Proc Data Request Records.....:NO
Application Code.....:FINAID
Selection ID.....:MANUAL
Creator ID.....:MKICHLIN
User ID.....:MKICHLIN
Number of lines per page.....:60

FILE NAMES

Report file name.....:/export/home/mkichlin/jobsub/reror10_198569.lis
Pell Data Request Extract file name.....:
ACG Data Request Extract file name.....:
SMART Data Request Extract file name.....:

PELL ORIGINATION CREATE

Total Student Records Read.....:7
Total Student Records Rejected.....:0
Total PELL Origination Records Created.....:7

ACG ORIGINATION CREATE

Total Records Read.....:4
Total Records Rejected.....:1
Total ACG Origination Records Created.....:3

SMART ORIGINATION CREATE

Total Records Read.....:3
Total Records Rejected.....:2
Total SMART Origination Records Created.....:1

TEACH ORIGINATION CREATE

Total Records Read.....:0
Total Records Rejected.....:0
Total TEACH Origination Records Created.....:0

16-APR-2009 11:21:18 AM
Aid Year: 0910

Contd...3
SUNGARDHE University*****
2009-2010 Grant Origination Process

3
REROR10

Total Pages Printed.....:3

***** END OF REPORT *****

Fund Balance Roll Process (RFPFBRL)

The new Fund Balance Roll Process rolls fund balances forward from one aid year to the next aid year.

If the **Prior Balance** amount is not zero in the To Aid Year, the process does not update the **Prior Balance** amount for that particular fund. An error message is included in the output file. The process continues on to the next fund to process any remaining fund balance rolls.

When the **Prior Balance** amount is updated, the **Total Allocated Amount** is also updated to the total of the **Prior Balance** (RFRASPC_PRIOR_BAL_AMT) plus the **Transferred Amount** (RFRASPC_TRANSFER_AMT) plus the **Budget Allocated** (RFRASPC_BUDG_ALLOC_AMT) amount.

When the **Prior Balance** amount is updated, the **Over-Commitment Percent** (RFRASPC_AVAIL_OFFER_PCT) is also recalculated by dividing the **Available to Offer** amount (RFRASPC_AVAIL_OFFER_AMT) by the new **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT).

Fund Balance Roll Option

- If the Fund Balance Roll Option (parameter 07) is set to *O* (Offered), the process rolls the **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT) minus the **Current Offer** amount (RFRASPC_OFFER_AMT) in the From Aid Year to the **Prior Balance** amount (RFRASPC_PRIOR_BAL_AMT) in the To Aid Year.
- If the Fund Balance Roll Option (parameter 07) is set to *A* (Accepted), the process rolls the **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT) minus the **Accepted Amount** (RFRASPC_ACCEPT_AMT) in the From Aid Year to the **Prior Balance** amount (RFRASPC_PRIOR_BAL_AMT) in the To Aid Year.
- If the Fund Balance Roll Option (parameter 07) is set to *P* (Paid), the process rolls the **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT) minus the **Paid Amount** (RFRASPC_PAID_AMT) in the From Aid Year to the **Prior Balance** amount (RFRASPC_PRIOR_BAL_AMT) in the To Aid Year.

Adjusting the Prior Year Allocation Amount

If the Adjust From Yr Total Allocated option (parameter 08) is set to *Y* (Adjust prior year allocation amount), the prior year **Budget Allocated** amount and **Total Allocated Amount** are reduced by the adjustment amount calculated from the Fund Balance Roll Option for the From Aid Year code and the current fund code being processed. The **Over-Commitment Percent** amount is also recalculated.

Parameters	Name	Required?	Description	Values
	From Aid Year	Yes	Aid year code from which fund balances are rolled.	Aid Year Inquiry (ROIADY)
	To Aid Year	Yes	Aid year code to which fund balances are rolled.	Aid Year Inquiry (ROIADY)
	Fund Code	No	Fund code balance to roll.	Fund Base Data (RFRBASE)
	Fund Source	No	Fund source balance to roll.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	Fund type balance to roll.	Financial Aid Fund Type Validation (RTVFTYP)
	Federal Fund ID	No	Federal Fund ID balance to roll.	Federal Fund ID Inquiry (RFIFID)
	Fund Balance Roll Option	Yes	Rolls the prior year amount using the remaining offered, accepted, or paid amount. The default is the offered amount.	<i>O</i> (Offered) <i>A</i> (Accepted) <i>P</i> (Paid)
	Adjust From Yr Total Allocated	Yes	Adjust the prior year allocation amount by the amount rolled? (<i>Y</i> or <i>N</i>) The default is <i>N</i> .	<i>Y</i> (Adjust prior year allocation amount) <i>N</i> (Do not adjust prior year allocation amount)
	Print Option	Yes	Print the report? (<i>Y</i> or <i>N</i>) The default is <i>Y</i> .	<i>Y</i> (Yes, print the report.) <i>N</i> (No, do not print the report.)

12-DEC-2007 01:56:00 PM
AID YEAR: 0809 2008-2009 Aid Year

BANNER System Test
Fund Balance Roll Process

PAGE 1
RFPFBRL

FUND	DESCRIPTION	SOURCE	TYPE	FFID	--- FROM AID YEAR 0708 ---	--- TO AID YEAR 0809 ---
DIRECT	Federal Direct Stafford Loan	FDRL	LOAN	STFD	49606.00	49606.00
DLPLUS	Federal Direct Parent Loan	FDRL	LOAN	PLUS	20000.00	20000.00
DLUNSB	Federal Direct Unsub. Stafford	FDRL	LOAN	STFD	33000.00	33000.00
GPLUS	Grad PLUS loan	FDRL	LOAN	PLUS	999999.00	999999.00
ICL	Income Contingent Loan	OTHR	LOAN	ICL	0.00	0.00
INLN	Institutional Loan	INST	LOAN	GTIV	Fund balance not rolled; non-zero balance already exists.	
STFD	Stafford	FDRL	LOAN	STFD	Fund balance not rolled; no fund exists for to aid year.	
NURSLN	Nursing Loan Program	FDRL	LOAN	NSL	0.00	0.00
PERK	Federal Perkins Loan	FDRL	LOAN	PERK	9984299.00	9984299.00
PLUS	Fed. Parent Loan for Student	FDRL	LOAN	PLUS	47000.00	47000.00
STFD	Federal Stafford Loan	FDRL	LOAN	STFD	992124.00	992124.00
MNLSUB	Manual Sub loan	FDRL	LOAN	STFD	200000.00	200000.00
ELSUB	EL Sub	FDRL	LOAN	STFD	25555.00	25555.00
ELUNSUB	EL Unsub	FDRL	LOAN	STFD	555000.00	555000.00
UNSTFD	Federal Unsub. Stafford Loan	FDRL	LOAN	STFD	99996374.00	99996374.00

*** REPORT CONTROL INFORMATION ***

Program Name.....: RFPFBRL
Version.....: 8.0

Report Sequence Number.....: 29610
From Aid Year.....: 0708
To Aid Year.....: 0809
Fund Code.....:
Fund Source.....:
Fund Type.....: LOAN
Federal Fund ID.....:
Fund Balance Roll Option.....: 0
Adjust From Year Total Allocated.....: N
Print Option.....: Y
Line Count.....: 55

Number of Fund Balances rolled.....: 13
Number of Fund Balances not rolled.....: 2

Account Balance Report (RFRABAL)

Description The Account Balance Report prints detailed information on the status of each fund for a given aid year.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Fund Code	No	You can optionally enter fund codes. Only those fund codes that you enter will be printed. The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data form (RFRBASE)
	Fund Source	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation form (RTVFSRC)
	Fund Type	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation form (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry form (RFIFFID)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Term Code	No	You can optionally enter term codes. Only those term codes that you enter will be printed. The system accepts a single term code or a multiple number of term codes for this report parameter. The Account Balance Report prints both annual and term data when you enter a term code parameter.	Financial Aid Term Code Inquiry form (ROITERM)
	Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	<i>A</i> Ascending (default) <i>D</i> Descending

Account Balance Report Sample

29-MAY-2002 16:38:24
AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Account Balance Report

PAGE 1
RFRABAL

FUND CODE: INLN Institutional Loan

FUND SOURCE: INST Institutional
FED FUND ID: GTIV General Title IV Rules

FUND TYPE: LOAN Loan

	NUMBER OF AWARDS	AMOUNT OF AWARDS	AMOUNT REMAINING	PERCENT REMAINING	
ORIGINAL OFFERS:	23	38600.00			PRIOR BALANCE: .00
CURRENT OFFERED:	19	33500.00	989845267.00	100.00	TRANSFERRED: .00
ACCEPTED:	19	33500.00	.00	.00	BUDGET ALLOCATED: 989878767.00
DECLINED:	0	.00			TOTAL ALLOCATED: 989878767.00
CANCELLED:	0	.00			
MEMO'D:	0	.00			AVAILABLE TO OFFER: 989878767.00
AUTHORIZED:	0	.00			PERCENT: 100.000
PAID:	19	16750.00	16750.00	50.00	

TERM CODE: 200310

	NUMBER OF AWARDS	AMOUNT OF AWARDS	AMOUNT REMAINING	PERCENT REMAINING
ORIGINAL OFFERS:	20	17500.00		
CURRENT OFFERED:	20	17500.00		
ACCEPTED:	20	17500.00	.00	.00
DECLINED:	0	.00		
CANCELLED:	0	.00		
MEMO'D:	0	.00		
AUTHORIZED:	0	.00		
PAID:	19	16750.00	750.00	4.29

TERM CODE: 200320

	NUMBER OF AWARDS	AMOUNT OF AWARDS	AMOUNT REMAINING	PERCENT REMAINING
ORIGINAL OFFERS:	20	17500.00		
CURRENT OFFERED:	20	17500.00		
ACCEPTED:	20	17500.00	.00	.00
DECLINED:	0	.00		
CANCELLED:	0	.00		
MEMO'D:	0	.00		
AUTHORIZED:	0	.00		
PAID:	0	.00	17500.00	100.00

29-MAY-2002 16:38:24

SunGard Higher Education Development

PAGE

AID YEAR: 0203 Award Year 2002-2003

Account Balance Report

RFRABAL

FUND CODE: MERIT Merit Scholarship

FUND SOURCE: INST Institutional
FED FUND ID:

FUND TYPE: GRNT Grant

	NUMBER OF AWARDS	AMOUNT OF AWARDS	AMOUNT REMAINING	PERCENT REMAINING		
ORIGINAL OFFERS:	208	1593448.00			PRIOR BALANCE:	20000000.00
CURRENT OFFERED:	25	58950.00	19941050.00	99.71	TRANSFERRED:	.00
ACCEPTED:	14	13900.00	45050.00	76.42	BUDGET ALLOCATED:	.00
DECLINED:	0	.00			TOTAL ALLOCATED:	20000000.00
CANCELLED:	0	.00				
MEMO'D:	2	3788.00			AVAILABLE TO OFFER:	20000000.00
AUTHORIZED:	0	.00			PERCENT:	100.000
PAID:	0	.00	13900.00	100.00		

TERM CODE: 200310

	NUMBER OF AWARDS	AMOUNT OF AWARDS	AMOUNT REMAINING	PERCENT REMAINING
ORIGINAL OFFERS:	25	29713.00		
CURRENT OFFERED:	25	28925.00		
ACCEPTED:	13	5750.00	23175.00	80.12
DECLINED:	1	.00		
CANCELLED:	1	.00		
MEMO'D:	2	3788.00		
AUTHORIZED:	0	.00		
PAID:	0	.00	5750.00	100.00

TERM CODE: 200320

	NUMBER OF AWARDS	AMOUNT OF AWARDS	AMOUNT REMAINING	PERCENT REMAINING
ORIGINAL OFFERS:	25	29712.00		
CURRENT OFFERED:	25	29425.00		
ACCEPTED:	13	5750.00	23675.00	80.46
DECLINED:	1	.00		
CANCELLED:	1	.00		
MEMO'D:	0	.00		
AUTHORIZED:	0	.00		
PAID:	0	.00	5750.00	100.00

29-MAY-2002 16:38:24

SunGard Higher Education Development

PAGE

3

AID YEAR: 0203 Award Year 2002-2003

Account Balance Report

RFRABAL

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RFRABAL
REPORT SEQUENCE NUMBER: 789076
AID YEAR: 0203
FUND CODE: INLN MERIT
FUND SOURCE:
FUND TYPE:
FEDERAL FUND ID:
TERM CODE: 200320 200310
SORTING SEQUENCE: A
LINE COUNT: 55

RECORD COUNT: 2

Fund Budget Report (RFRBUDG)

Description The Fund Budget Report provides fund budget allocation information for each fund account for a given aid year.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Fund Code	No	You can optionally enter fund codes. Only those fund codes that you enter will be printed. The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data form (RFRBASE)
	Fund Source Code	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation form (RTVFSRC)
	Fund Type Code	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation form (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry form (RFIFFID)
	Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	<i>A</i> Ascending (default) <i>D</i> Descending

Fund Budget Report Sample

29-MAY-2002 17:07:10			SunGard Higher Education Development					
PAGE 1			Fund Budget Report					
AID YEAR: 0203 Award Year 2002-2003			RFRBUDG					
FUND CODE	TOTAL ALLOCATION	AVAILABLE TO OFFER	ORIGINAL OFFERED	CURRENT OFFERED	ACCEPTED	CANCELLED/DECLINED	PAID	REMAINING ALLOCATION
AL2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALOAN	999,999.00	999,999.00	0.00	0.00	0.00	0.00	0.00	999,999.00
ALOAN3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALTLN	999,999,999.99	999,999,999.99	5,800.00	4,825.00	4,825.00	0.00	0.00	999,995,174.99
ALTLNE	999,999.00	999,999.00	1,000.00	0.00	0.00	0.00	0.00	999,999.00
BXS1	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
BXS3	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
BXST	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
DEBALT	15,000,000.00	22,500,000.00	11,750.00	12,500.00	12,500.00	0.00	0.00	22,487,500.00
DIREC1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT	10,000,000.00	10,000,000.00	52,725.00	45,400.00	45,400.00	6,125.11	9,479.00	9,948,474.89
DLPLUS	999,999,999.00	999,999,999.00	33,695.00	16,137.00	16,137.00	5,333.00	407.00	999,978,529.00
DLUNSB	99,999,999.00	99,999,999.00	17,011.00	13,011.00	13,011.00	1,500.00	3,452.00	99,985,488.00
HALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HALS3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HALS4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INLN	989,878,767.00	989,878,767.00	38,600.00	33,500.00	33,500.00	0.00	16,750.00	989,845,267.00
JAN1	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
NURSLN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERK	994,999.00	1,044,748.95	2,000.00	1,000.00	1,000.00	0.00	0.00	1,043,748.95
PLUS	9,999,999.00	9,999,999.00	1,091,475.00	67,225.00	3,500.00	0.00	0.00	9,932,774.00
PLUS2	999,999,999.99	999,999,999.99	13,250.00	12,250.00	12,250.00	0.00	0.00	999,987,749.99
SLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STFD	10,000,000.00	10,000,000.00	105,706.00	11,336.00	0.00	0.00	0.00	9,988,664.00
STFDX	10,000,000.00	10,000,000.00	26,275.00	15,025.00	14,925.00	0.00	0.00	9,984,975.00
STFDY	10,000,000.00	10,000,000.00	19,000.00	12,800.00	12,800.00	0.00	0.00	9,987,200.00
SUEALT	5,000,000.00	6,000,000.00	56,739.00	42,600.00	42,600.00	10,000.00	0.00	5,947,400.00
SUEPL	9,000,000.00	9,000,000.00	48,166.00	50,466.00	50,466.00	0.00	0.00	8,949,534.00
SUESB2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUESL1	5,000,000.00	5,000,000.00	0.00	0.00	0.00	0.00	0.00	5,000,000.00
SUESL2	500,000.00	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00
SUESL3	600,000.00	600,000.00	600.00	600.00	600.00	0.00	0.00	599,400.00
SUESL4	6,000,000.00	6,000,000.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00
SUESL5	60,000.00	300,000.00	600.00	600.00	600.00	0.00	0.00	299,400.00
SUESL6	6,000,000.00	6,000,000.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00
SUESL7	6,000,000.00	15,000,000.00	0.00	0.00	0.00	0.00	0.00	15,000,000.00
SUESL8	6,500,000.00	3,250,000.00	0.00	0.00	0.00	0.00	0.00	3,250,000.00
SUESL9	500,000.00	1,500,000.00	400.00	400.00	400.00	0.00	0.00	1,499,600.00
SUESUB	6,000,000.00	6,000,000.00	56,576.00	62,071.00	62,071.00	0.00	0.00	5,937,929.00
SUEUNS	6,000,000.00	6,000,000.00	60,895.00	61,695.00	61,695.00	0.00	1,086.00	5,938,305.00
TZLOAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNSTFD	10,000,000.00	10,000,000.00	389,652.00	21,624.00	0.00	0.00	0.00	9,978,376.00
WXT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOT:	8,240,573,506.93			485,065.00		22,958.11		8,240,065,483.82
	8,225,033,756.98		2,031,915.00		388,280.00		31,174.00	

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RFRBUDG
REPORT SEQUENCE NUMBER: 789086
AID YEAR: 0203
FUND CODE:
FUND SOURCE:
FUND TYPE: LOAN
FEDERAL FUND ID:
SORTING SEQUENCE: A
LINE COUNT: 55

RECORD COUNT: 44

Fund Description Report (RFRFUND)

Description The Fund Description Report provides detailed descriptive information on the fund, system rules, and budget allocation assigned each fund account for a given aid year.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Fund Code	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Base Data form (RFRBASE)
	Fund Source	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation form (RTVFSRC)
	Fund Type	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation form (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry form (RFFID)
	Fund Code Sorting Sequence	No	This parameter utilizes one of 2 available fund code sorting options.	<i>A</i> Ascending (default) <i>D</i> Descending

Fund Description Report Sample

17-APR-2007 11:18:14
AID YEAR: 0708 2008-2009 aid year

BANNER University
Fund Description Report

PAGE 1
RFRFUND

FUND CODE: PELL Federal Pell Grant

FUND SOURCE: FDRL Federal

FUND TYPE: GRNT Grant

FED FUND ID: PELL

PRIOR BALANCE: 10000000.00
TRANSFERRED: .00
BUDGET ALLOCATED: .00
TOTAL ALLOCATED: 10000000.00

AVAILABLE TO OFFER: 10000000.00
PERCENT: 100.00

----- PACKAGING OPTIONS -----

AWARD MAX: 4310.00
AWARD MIN: .00

OFFER AWARD STATUS: OFRD Offered
ACCEPT AWARD STATUS: ACPT Accepted
DECLINE AWARD STATUS: DECL Declined

AUTO PACKAGE: Y
AUTO SCHEDULE: Y
AUTO ACCEPT: Y
DISBURSE: S
MEMO CREDIT: A
OVERRIDE NEED: Y
OVERRIDE NEED COA:

REPLACE EFC: N
REDUCE NEED: Y
EQUITY: Y
ROUND AWARD: 001
ROUND SCHEDULE: RD
OVERRIDE RQMT: N
WEB ACCEPT: N
NCAA:
ELIGIBLE TO ROLL: N

SELF-HELP REDUCTION %:
NEED ANALYSIS REQ'D: Y
AWARD CHANGE LETTER IND: Y
LMS LOAN FUND:
OVERRIDE SAPR:
ALT LOAN PROG:
ACG GRADE LEVEL:
SMART GRADE LEVEL:
AWARD USING EST EFC: Y

REBATE %:
INTEREST %:
LOAN FEE %:
LOAN PROCESS: N
DIRECT LOAN:
MANUAL LOAN:
ELECTRONIC LOAN:

----- DISBURSEMENT OPTIONS -----

IF DISB. LOAD > PCKG LOAD: D
PAYMENT % FOR 3/4 LOAD:
PAYMENT % FOR 1/2 LOAD:
PAYMENT % FOR LESS 1/2 LOAD:
CHANGE LOAD: A

IF INELIGIBLE BEFORE CUT-OFF DATE: B
IF INELIGIBLE AFTER CUT-OFF DATE: B
IF SELECTED VERIFICATION INCOMPLETE: N
RECOUP: Y
OVERRIDE GENERAL REQ: N
PROMISSORY NOTE REQ'D: N

DISB ENRL EDITS FOR MEMO: Y
USE ATTENDING HOURS: Y

AID PERIOD : FA/SPR

AWARD SCHEDULE: (DEFAULT)

TERM CODE	AWARD PCT.
200810	50.000
200820	50.000

PELL AWARD PCT.
50.000
50.000

MEMO EXPIRATION
31-DEC-2007
31-MAY-2008

ACTIVITY DATE
12-FEB-2007
29-JAN-2007

DISBURSEMENT SCHEDULE: (DEFAULT)

TERM CODE	DISBURSEMENT DATE
200810	01-SEP-2007
200820	01-JAN-2008

DISBURSEMENT PCT.	+/- DAYS
100.000	
100.000	

ACTIVITY DATE
03-AUG-2006
03-AUG-2006

AID PERIOD : FALL

AWARD SCHEDULE: (DEFAULT)

TERM CODE	AWARD PCT.
200810	100.000

PELL AWARD PCT.
100.000

MEMO EXPIRATION
01-DEC-2007

ACTIVITY DATE
18-DEC-2006

DISBURSEMENT SCHEDULE: (DEFAULT)

TERM CODE	DISBURSEMENT DATE
200810	01-NOV-2007

DISBURSEMENT PCT.	+/- DAYS
100.000	

ACTIVITY DATE
18-DEC-2006

17-APR-2007 11:18:14
AID YEAR: 0708 2008-2009 aid year

BANNER University
Fund Description Report

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RFRFUND

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RFRFUND
VERSION #: (7.8)
REPORT SEQUENCE NUMBER: 186348
AID YEAR: 0809
FUND CODE: PELL
FUND SOURCE:
FUND TYPE:
FEDERAL FUND ID:
SORTING SEQUENCE: A
LINE COUNT: 55

Simulation Fund Balance Report (RFRSBAL)

Description The Simulation Fund Balance Report provides detailed fund balance information for use during packaging simulation.

Parameters	Name	Required?	Description	Values
•	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
•	Fund Code	No	You can optionally enter fund codes. Only those fund codes that you enter will be printed. Banner accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data form (RFRBASE)
•	Fund Source	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation form (RTVFSRC)
•	Fund Type	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation form (RTVFTYP)
•	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry form (RFIFFID)
•	Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	<i>A</i> Ascending (default) <i>D</i> Descending

Simulation Fund Balance Report Sample

29-MAY-2002 17:01:22		SunGard Higher Education Development			PAGE 1	
AID YEAR: 0203 Award Year 2002-2003		Simulation Fund Balance Report			RFRSBAL	
FUND CODE: INLN Institutional Loan						
FUND SOURCE: INST Institutional			FUND TYPE: LOAN Loan			
FED FUND ID: GTIV General Title IV Rules						
	NUMBER OF	AMOUNT OF	AMOUNT	PERCENT		
	AWARDS	AWARDS	REMAINING	REMAINING		
ORIGINAL OFFERS:	23	38600.00			PRIOR BALANCE:	0.00
CURRENT OFFERED:	19	33500.00	989845267.00	100.00	TRANSFERRED:	0.00
ACCEPTED:	19	33500.00	0.00	0.00	BUDGET ALLOCATED:	989878767.00
DECLINED:	0	0.00			TOTAL ALLOCATED:	989878767.00
CANCELLED:	0	0.00				
MEMO'D:	0	0.00			AVAILABLE TO OFFER:	989878767.00
AUTHORIZED:	0	0.00			PERCENT:	100.000
PAID:	19	16750.00	16750.00	50.00		
INSUFFICIENT:	0	0.00				

29-MAY-2002 17:01:22		SunGard Higher Education Development			PAGE 2	
AID YEAR: 0203 Award Year 2002-2003		Simulation Fund Balance Report			RFRSBAL	
FUND CODE: MERIT Merit Scholarship						
FUND SOURCE: INST Institutional			FUND TYPE: GRNT Grant			
FED FUND ID:						
	NUMBER OF	AMOUNT OF	AMOUNT	PERCENT		
	AWARDS	AWARDS	REMAINING	REMAINING		
ORIGINAL OFFERS:	208	1593448.00			PRIOR BALANCE:	20000000.00
CURRENT OFFERED:	25	58950.00	19941050.00	99.71	TRANSFERRED:	0.00
ACCEPTED:	14	13900.00	45050.00	76.42	BUDGET ALLOCATED:	0.00
DECLINED:	0	0.00			TOTAL ALLOCATED:	20000000.00
CANCELLED:	0	0.00				
MEMO'D:	2	3788.00			AVAILABLE TO OFFER:	20000000.00
AUTHORIZED:	0	0.00			PERCENT:	100.000
PAID:	0	0.00	13900.00	100.00		
INSUFFICIENT:	0	0.00				

29-MAY-2002 17:01:22
AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Simulation Fund Balance Report

PAGE 3
RFRSBAL

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RFRSBAL
REPORT SEQUENCE NUMBER: 789084
AID YEAR: 0203
FUND CODE: INLN MERIT
FUND SOURCE:
FUND TYPE:
FEDERAL FUND ID:
SORTING SEQUENCE:
LINE COUNT: 55

RECORD COUNT: 2

Applicant Comments Report (RHRCOMM)

Description The Applicant Comments Report prints comments about each applicant.

Parameters	Name	Required?	Description	Values
	Beginning Aid Year Code	No	You can optionally restrict the Applicant Comments Report to a range of aid years. The beginning aid year code date determines the starting range of dates in which the comments associated with an aid year should fall.	Aid Year Inquiry form (ROIADY)
	Ending Aid Year Code	No	You can optionally restrict the Applicant Comments Report to a range of aid years. The ending aid year code date determines the ending range of dates in which the comments associated with an aid year should fall.	Aid Year Inquiry form (ROIADY)
	Beginning Date	No	You can optionally restrict the Applicant Comments Report to a range of activity dates. The beginning date determines the beginning range of activity dates in which the comments should fall.	DD-MON-YYYY
	Ending Date	No	You can optionally restrict the Applicant Comments Report to a range of activity dates. The ending date determines the ending range of activity dates in which the comments should fall.	DD-MON-YYYY
	Category Code	No	All records with a Category Code equal to this parameter display on the report.	Comment Category Code Validation (RTVCCOM)
	Sort Order	Yes	Sorts report by the designated parameter value.	<i>LAC</i> Sort by ID, aid year, category <i>ICA</i> Sort by ID, category, aid year <i>NAC</i> Sort by name, aid year, category (default) <i>NCA</i> Sort by name, category, aid year

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Applicant ID	No	Enter an ID to produce a single student report.	Person Search (SOAIDEN)
	Page Break Indicator	No	Use this parameter to indicate whether or not you want a page break for each student. The allowable values are <i>Y</i> or <i>N</i> . This parameter defaults to <i>N</i> .	<i>Y</i> Yes <i>N</i> No (default)
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection Identifier	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person who used the population rules.	

Applicant Comments Report Sample

23-AUG-2007 09:54:39 AM		BANNER University Applicant Comments Report				PAGE RHRCOMM	1

Kichline, Test D		ID: 999123456					
COMMENTS			CATEGORY	ORIG. DATE	ACT. DATE	AID YEAR	USER ID
This is a test to show the sort option in the RHRCOMM output file of Name, Category and Aid Year. The output file should sort by student's name then sort by categories then by aid year.			NP1	21-AUG-2007	23-AUG-2007	0708	JDOE
This new RHACOMM functionality is really cool. We can type in up to 4000 characters now so people will not have to decipher our abbreviated code. Wow, and words now wrap so they do not get broken up. This trully is amazing.			NP2	23-AUG-2007	23-AUG-2007	0708	JDOE
We can also list comments by category so when we do reporting we know how many students fall within a specific category. If we do this properly, the categories will help us identify the most common issues at hand so we can better counsel families and redo our brochures and/or web site information so families will have answers up front.							
Lairddepend, Newcalcn		ID: 511007001					
COMMENTS			CATEGORY	ORIG. DATE	ACT. DATE	AID YEAR	USER ID
Let's use two category codes now for 07-08. The first one will be CJS1234 and the second will be INSTEST. Since we used the NCA sort option on RHRCOMM, the CJS1234 comment should come before the INSTEST comment.			CJS1234	23-AUG-2007	23-AUG-2007	0708	JDOE
Here is a category code listed for this student. This will show that when we use the NCA sort option on RHRCOMM that this comment will appear before a category code that is blank.			INSTEST	23-AUG-2007	23-AUG-2007	0607	JDOE
This is the comment that appears under the INSTEST category. Since we used the NCA sort option for RHRCOMM, it should appear after the CJS1234 comment.			INSTEST	23-AUG-2007	23-AUG-2007	0708	JDOE
There is no category code listed for this comment. It is just a general comment for this student.				23-AUG-2007	23-AUG-2007	0607	JDOE

* * * REPORT CONTROL INFORMATION * * *

Program Name.....: RHRCOMM
Version.....: 7.9

Report Sequence Number.....: 207762
Beginning Aid Year Code.....: 0607
Ending Aid Year Code.....: 0708
Beginning Date.....: 21-AUG-2007
Ending Date.....:
Category Code.....:
Sort Order.....: NCA
Applicant Id.....:
Page Break Indicator.....: N

Application Id.....: FINAID
Selection Id.....: MANUAL
Creator Id.....: JDOE
User Id.....: JDOE

Line Count.....: 55

Number of students selected.....: 2
Number of comments.....: 6

Applicant Comments Purge Process (RHRPCOM)

Description The RHRPCOM Process enables you to purge applicant comments based on the information you enter for the following parameters.

For example, suppose you create a population selection and enter the following information for these parameters:

Beginning Aid Year Code	0607
Ending Aid Year Code	0708
Beginning Date	01-JAN-2001
Ending Date	31-DEC-2006
Category Code	Some defined category code

The process would purge records that:

- belong to the population selection,
- belong to the category code entered for the Category Code parameter,
- have an activity date greater than or equal to 01/01/2001,
- have an activity date less than or equal to 12/31/2006, and
- are between aid year end years corresponding to the 0607 and 0708 aid year codes.

Parameters	Name	Required?	Description	Values
	Beginning Aid Year Code	No	All records with an aid year start year (ROBINST_AIDY_START_YEAR) greater than or equal to this aid year (derived from the aid year code) are deleted. If you enter a Beginning Aid Year Code, you must also enter an Ending Aid Year Code.	Aid Year Inquiry form (ROIADY)
	Ending Aid Year Code	No	All records with an aid year end year (ROBINST_AIDY_END_YEAR) less than or equal to this aid year (derived from the aid year code) are deleted. If you enter an Ending Aid Year Code, you must also enter a Beginning Aid Year Code.	Aid Year Inquiry form (ROIADY)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Beginning Date	No	All records with an activity date greater than or equal to this date are deleted. If you enter a Beginning Date, you must also enter an Ending Date.	DD-MON-YYYY
	Ending Date	No	All records with an activity date less than or equal to this date are deleted. If you enter an Ending Date, you must also enter a Beginning Date.	DD-MON-YYYY
	Category Code	No	All records with a Category Code equal to this parameter are deleted.	Comment Category Code Validation (RTVCCOM)
	Sort Order	Yes	Sorts report by the designated parameter value.	<i>IAC</i> Sort by ID, aid year, category <i>ICA</i> Sort by ID, category, aid year <i>NAC</i> Sort by name, aid year, category (default) <i>NCA</i> Sort by name, category, aid year
	Print Comments	Yes	Determines whether you want to print the Comments field on the report.	<i>Y</i> Yes <i>N</i> No (Default)
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection Identifier	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person who used the population rules.	

Applicant Comments Purge Report

23-AUG-2007 10:32:17 AM

BANNER University
Applicant Comments Purge Report

PAGE 1
RHRPCOM

ID: 511007002 Name: Laird-Depend, New7002
Aid Year: 0708 Category: T E S T Original Date: 23-AUG-2007 Activity Date: 23-AUG-2007 User ID: JDOE
Comments: Just testing to make sure only the T E S T category codes are deleted for these students.

ID: 999878787 Name: Hammer, Duck
Aid Year: 0708 Category: T E S T Original Date: 23-AUG-2007 Activity Date: 23-AUG-2007 User ID: JDOE
Comments: This is a test to use the new comment purge process. The user running the program can delete another user's comments. So, the RHRPCOM process should be used with caution. We think we are going to limit who has the capabilities of running the process in our office.
This new process will really help us clean up our database. We would like to get rid of comments that are more than 5 years old.

23-AUG-2007 10:32:17 AM

BANNER University
Applicant Comments Purge Report

PAGE 2
RHRPCOM

* * * REPORT CONTROL INFORMATION * * *

Program Name.....: RHRPCOM
Version.....: 7.9

Report Sequence Number.....: 207788
Beginning Aid Year Code.....: 0607
Ending Aid Year Code.....: 0708
Beginning Date.....:
Ending Date.....:
Category Code.....: T E S T
Sort Order.....: ICA
Print Comments.....: Y

Application Id.....: FINAID
Selection Id.....: MANUAL
Creator Id.....: JDOE
User Id.....: JDOE

Line Count.....: 55

Number of students selected.....: 2
Number of comments purged.....: 2

Authorization Report (RJRAUTH)

Description The Authorization Report displays a listing of current work authorizations based on activity date.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Selection Query ID	No	Selection Query ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Status Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Selection Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Query ID and Selection Application Code parameters.	User Identification Control form (GUAIDEN)
	Selection Date	Yes	Enter a selection date for this parameter. The selection date does not have to fall within the aid year's start date and end date. The report will only show authorizations where the activity date on the authorization is greater than the parameter specified selection date. Through the use of the selection date, you can run the report to only include authorizations made or changed since the last time the report was run.	DD-MMM-YYYY

Parameters (cont)	Name	Required?	Description	Values
	Authorization Status Code	No	You can optionally restrict the Student Employment Authorization Report to only include those authorization status codes that you enter for this parameter. The system accepts a single authorization status code or a multiple number of authorization status codes.	Employment Authorization Status Validation form (RTVAUST)
	Sort Option	No	This parameter utilizes one of two available sorting options.	1 Student Name, ID (default) 2 Authorization Status, Name, ID

Authorization Report Sample

26-MAY-2001 11:45 AM		SunGard Higher Education Development										PAGE	1
AID YEAR: 0001		Student Employment Authorization Report										RJRAUTH	
NAME	EMPLOYEE CLASS	PAY PERIOD START	ID	SS#	POSITION	HOURLY RATE	AUTHORIZED HOURS	AMOUNT	COA CODE	ORGN CODE	STATUS		
Arnold, James B.	08	01-JUL-2000	30-JUN-2001	911111115	911111115	4.75	947.00	4498.25	B	11005	AUTH Authorized to Work		
Davis, William A.	18	01-JUL-2000	30-JUN-2001	911111111	911111111	4.75	947.00	4498.25	B	11	AUTH Authorized to Work		
Gardner, Jessica	18	01-JUL-2000	30-JUN-2001	911111116	911111116	4.75	947.00	4498.25	B	11206	AUTH Authorized to Work		
Hendley, Jason R.	18	01-JUL-2000	30-JUN-2001	911111113	911111113	4.75	947.00	4498.25	B	11206	AUTH Authorized to Work		
Jacob, O' Brien	18	01-JUL-2000	30-JUN-2001	911111117	911111117	4.75	947.00	4498.25	B	11	AUTH Authorized to Work		
Mulder, Fox	18	01-JUL-2000	30-JUN-2001	999555111	999555111	4.75	525.00	2493.75	B	11	TEMP Temporary work assignment		
Quick, Andrea	18	01-JUL-2000	30-JUN-2001	911111118	911111118	4.75	947.00	4498.25	B	11206	AUTH Authorized to Work		
Scully, Dana	18	01-JUL-2000	30-JUN-2001	111555999	111555999	4.75	525.00	2493.75	B	11	TEMP Temporary work assignment		
Trammel, Julie A.	08	01-JUL-2000	30-JUN-2001	911111112	911111112	4.75	945.00	4488.75	B	11005	AUTH Authorized to Work		
Wiley, Sandra	18	01-JUL-2000	30-JUN-2001	911111114	911111114	4.75	947.00	4498.25	B	11	AUTH Authorized to Work		

26-MAY-2001 11:45
AM
AID YEAR: 0001

SunGard Higher Education Development
Student Employment Authorization Report

PAGE 2
RJAUTH

* * * REPORT CONTROL INFORMATION * * *

RPTNAME RJAUTH
REPORT SEQUENCE NUMBER 175365
SELECTION IDENTIFIER
APPLICATION CODE
CREATOR ID
AID YEAR 0001
SELECTION DATE 01-SEP-2000
AUTHORIZATION STATUS CODE
SORT OPTION STUDENT NAME, STUDENT ID
LINE COUNT 55

RECORD COUNT - Students ... 10

Pay Period Report (RJRDPFR)

Description The Pay Period Report displays information for the monitoring of student earnings and /or the production of a departmental time-sheet.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Time Sheet Option	Yes	Enter a value to specify the format of the output	<i>T</i> Print as Time Sheet <i>R</i> Print as Report
	Pay Period End Date	No	You can optionally enter a pay period end date if you elect to use the time sheet option. This date displays on each page of the report.	DD-MMM-YYYY
	Placement Code	No	You can optionally restrict the Employment Departmental Pay Period Report to only include the placement code that you enter for this parameter.	Placement Rules form (RJRPLRL)

Pay Period Report Sample

26-MAY-2001 12:37 PM
AID YEAR: 0001

SunGard Higher Education Development
Student Employment Departmental Pay Period Report - Report Option

PAGE 1
RJRDPPR

Reginald Reynolds
215 Orchard Way
Johnson Building
Malvern, AK 99355
PHONE: (610) 234-9865

Placement: FINAID Financial Aid Office

Position: C10001 Clerk I
Allocation: 50000.00

COA: B SunGard Higher Education University
Organization: 122 General Administrative Service

ID	NAME	SUFFIX	AUTHORIZED HOURS	AUTHORIZED AMOUNT	REMAINING HOURS	REMAINING AMOUNT	ELIGIBILITY PCT	LAST PAY DATE	STATUS
999555111	Blake, John	00	525.00	2493.75	525.00	2493.75	100.00		NO EARNINGS
911111111	Davis, William A.	00	947.00	4498.25	947.00	4498.25	100.00		NO EARNINGS
111555999	Santoro, Bert	00	525.00	2493.75	525.00	2493.75	100.00		NO EARNINGS
911111114	Wiley, Sandra	00	947.00	4498.25	947.00	4498.25	100.00		NO EARNINGS

Position: S00001 Federal Work Study (Pooled)
Allocation: 10000.00

COA: B SunGard Higher Education University
Organization: 122 General Administrative Service

ID	NAME	SUFFIX	AUTHORIZED HOURS	AUTHORIZED AMOUNT	REMAINING HOURS	REMAINING AMOUNT	ELIGIBILITY PCT	LAST PAY DATE	STATUS
911111117	Jacob, O' Brien	00	947.00	4498.25	947.00	4498.25	100.00		NO EARNINGS

26-MAY-2001 12:37 PM
AID YEAR: 0001

SunGard Higher Education Development
Student Employment Departmental Pay Period Report - Report Option

PAGE 2
RJRDPPR

Fred Smith
23 Poplar St. Suite 473
Holloway Hall
Salisbury, MD

Placement: HIST History Department

Position: 000017
Allocation: 25000.00

COA: B SunGard Higher Education University
Organization: 11005

ID	NAME	SUFFIX	AUTHORIZED HOURS	AUTHORIZED AMOUNT	REMAINING HOURS	REMAINING AMOUNT	ELIGIBILITY PCT	LAST PAY DATE	STATUS
911111115	Arnold, James B.	00	947.00	4498.25	947.00	4498.25	100.00		NO EARNINGS
911111112	Trammel, Julie A.	00	945.00	4488.75	945.00	4488.75	100.00		NO EARNINGS

26-MAY-2001 12:37 PM
AID YEAR: 0001

SunGard Higher Education Development
Student Employment Departmental Pay Period Report - Report Option

PAGE 4
RJRDPFR

* * * REPORT CONTROL INFORMATION * * *

RPTNAME	RJRDPFR
REPORT SEQUENCE NUMBER	175380
SELECTION IDENTIFIER	
APPLICATION CODE	
CREATOR ID	
AID YEAR	0001
TIME SHEET OPTION	R
PAY PERIOD END DATE	
PLACEMENT CODE	
LINE COUNT	55
RECORD COUNT	10

Payroll Load Process (RJRLOAD)

Description The Payroll Load Process serves as an interface between Banner Human Resources and Financial Aid. It updates the student employment information within the Financial Aid System with actual payroll earnings. This process also produces the Payroll Load Result Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment Module as a result of this process. The Payroll Load process:

- automatically updates the Financial Aid work history records with actual earnings on the Student Employment Work History form (RJISEWH),
- automatically updates the fund balances with actual earnings on the Fund Budget Inquiry form (RFIBUDG), and
- automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award form (RPAAWRD) and Package Maintenance form (RPAAPMT).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Payroll ID	Yes	Banner accepts a single Payroll ID or a multiple number of Payroll IDs for this process parameter. The Payroll Load Control form (RJRPAYL) lists the valid values for this parameter. The Payroll Disposition indicator on the RJRPAYL form displays a C (Complete) if the Banner Human Resources System indicates that the payroll year, payroll ID, and payroll number combination are equal to a disposition code of 50 (Complete) - meaning that all requirements have been satisfied for the issue of the check. You can only enter a Payroll ID with a Complete status as a valid parameter.	Payroll Load Control form (RJRPAYL)

Parameters (cont)	Name	Required?	Description	Values
			<p>The one character separator can be a special character, number, alphabetic character, or space. For example:</p> <p>Payroll ID.: 1995_MO_6</p> <p>Payroll ID (format: YYYY_II_NNN)</p> <p>YYYY = Payroll Year</p> <p>II = Payroll ID</p> <p>NNN = Payroll Number (with or without a leading space)</p>	
	Sort Option	No	You can sort the report data with one of two options.	<p>1 Pay Yr, Pay ID, Pay #, Name (default)</p> <p>2 Name, ID, Place Cd, End Pay Dt</p>
	Run Mode	No	<p><i>Update</i> mode and <i>Audit</i> mode produce the same report. The difference between <i>Audit</i> mode and <i>Update</i> mode is that in <i>Audit</i> mode, no changes will be made to the database. In <i>Update</i> mode, the changes made to the database will be committed.</p> <p>Use <i>Audit</i> mode to identify and fix errors before running the program in <i>Update</i> mode. If there is a problem with the student's record, a warning or error message will appear below the student's data on the report.</p>	<p><i>Audit</i></p> <p><i>Update</i></p>

Parameters (cont)	Name	Required?	Description	Values
			<p>Note: If a student's record has an <i>Error</i> message associated with it, the record will not be loaded when RJRLOAD is run in <i>Update</i> mode. If the message is a <i>Warning</i> message, it will be loaded in <i>Update</i> mode.</p> <p>You can run the report in <i>Audit</i> mode as many times as you need to. You can only run the report in <i>Update</i> mode once for a payroll ID.</p>	
	Ignore Missing Term Record	No	Use this parameter when you run RJRLOAD in <i>Audit</i> mode to identify awards that are missing term records.	<i>Y</i> Yes, ignore the missing term record. <i>N</i> No, do not ignore the missing term record.

Payroll Load Process Sample

AID YEAR: 0001				Payroll Load Result Report					RJRLOAD
PAYROLL YEAR: 2001				ID: CW	NO: 23				
ID	NAME	PLACE	POSITION	BEGINNING	ENDING				
		CODE		PAY DATE	PAY DATE	FUND	HOURS	RATE	AMOUNT
900000004	Atkinson, Susan M.	NEWOFF	CWS001 14	01-SEP-00	31-JUL-01	CWS	15.00	6.00	90.00
222000005	Evans, Frank	NEWOFF	CWS001 15	01-SEP-00	31-JUL-01	CWS	25.00	6.00	150.00
601000022	Geller, Becky A.	NEWOFF	CWS001 16	01-SEP-00	31-JUL-01	CWS	35.00	6.00	210.00
601000015	Gibson, Patricia L.	NEWOFF	CWS001 18	01-SEP-00	31-JUL-01	CWS	37.00		
601000010	Johnson, Judy J.	NEWOFF	CWS001 17	01-SEP-00	31-JUL-01	CWS	40.00		

AID YEAR: 0001

Payroll Load Result Report

RJRLOAD

* * * REPORT CONTROL INFORMATION * * *

RPTNAME	RJRLOAD
REPORT SEQUENCE NUMBER	56874
AID YEAR	0001
PAYROLL YEAR/ID/NO	2000/CW/23
SORT OPTION	PAYROLL YEAR/ID/NUMBER, STUDENT NAME/ID, POSITION/SUFFIX
LINE COUNT	55

RECORD COUNT Payrolls ... 1

Payroll Exception Report (RJRPAYE)

Description The Payroll Exception Report lists those work study employees who have been paid, but not authorized, within the Financial Aid Student Employment module.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection parameters.	Application Inquiry form (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Employee Class	Yes	Enter the employee class codes that reference college work study programs. The system accepts a single employee class code or a multiple number of employee class codes.	Employee Class Query form (PTQECLS)

Parameters (cont)	Name	Required?	Description	Values
	Payroll ID	Yes	<p>The system accepts a single Payroll ID or a multiple number of Payroll IDs for this process parameter. The Payroll Load Control form (RJRPAYL) lists the valid values for this parameter. The Payroll Disposition indicator on the RJRPAYL form displays a C (Complete) if the Banner Human Resources System indicates that the payroll year, payroll ID, and payroll number combination are equal to a disposition code of 50 (Complete) - meaning that all requirements have been satisfied for the issue of the check. You can only enter a Payroll ID with a Complete status as a valid parameter.</p> <p>Payroll ID (format: YYYY_II_NNN)</p> <p>YYYY = Payroll Year</p>	Payroll Load Rules Table (RJRPAYL)
	Sort Option	No	You can sort the report data with one of two options.	<p>1 Name, ID, Employee Class (default)</p> <p>2 Emp. Class, Pay Yr. Pay ID, Pay</p>

Payroll Exception Report Sample

01/12/01 09:41 AM		Banner University							PAGE 1		
AID YEAR: 0001		Payroll Exception Report							RJRPAYE		
ID	NAME	EMP CLASS	POSITION	HOURS	RATE	AMOUNT	PAYROLL YEAR	ID	NO	BEGINNING PAY DATE	ENDING PAY DATE
900000004	Atkinson, Susan M.	WS	CWS001 00	35.00	6.00	210.00	1992 CW	21		16-OCT-92	31-OCT-92
222000005	Evans, Frank	WS	CWS001 00	15.00	6.00	90.00	1992 CW	21		16-OCT-92	31-OCT-92
601000022	Geller, Becky A.	WS	CWS001 00	18.00	6.50	117.00	1992 CW	21		16-OCT-92	31-OCT-92
601000015	Gibson, Patricia L.	WS	CWS001 00	20.00	6.50	130.00	1992 CW	21		16-OCT-92	31-OCT-92
601000010	Johnson, Judy J.	WS	CWS001 00	20.00	7.00	140.00	1992 CW	21		16-OCT-92	31-OCT-92
602000008	Welker, George	WS	CWS001 00	30.00	6.00	180.00	1992 CW	21		16-OCT-92	31-OCT-92

01/12/01 09:41 AM
AID YEAR: 0001

Banner University
Payroll Exception Report

PAGE 2
RJRPAYE

* * * REPORT CONTROL INFORMATION * * *

RPTNAME	RJRPAYE
REPORT SEQUENCE NUMBER.....	56814
SELECTION IDENTIFIER	
APPLICATION CODE	
CREATOR ID	
AID YEAR	0001
EMPLOYEE CLASS CODE	WS
PAYROLL ID	2001/CW/21
SORT OPTION	
LINE COUNT.....	55
RECORD COUNT - Payrolls ... 6	

Earnings Control Report (RJRSEEC)

Description The Earnings Control Report provides a listing of hours worked by pay period.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Starting Pay Period Date	No	You can optionally restrict the Student Employment Earnings Control Report to a range of pay period dates. Only wages paid on or after this date will be printed.	DD-MMM-YYYY
	Ending Pay Period Date	No	You can optionally restrict the Student Employment Earnings Control Report to a range of pay period dates. Only wages paid on or before this date will be printed.	DD-MMM-YYYY

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Fund Code	No	You can optionally enter fund codes. Only the earnings associated with these fund codes will be printed. The system accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
	Sort Option	No	You can sort the report data with one of 2 options:	<div>1 Name, Fund Cd, Place Cd, PP Date (default)</div> <div>2 Fund Cd, Name, Place Cd, PP Date</div>

Earnings Control Report Sample

30-JUN-2001 02:07 PM		SunGard Higher Education Development						PAGE 1	
AID YEAR: 0001		Student Employment Earnings Control Report						RJRSEEC	
ID	NAME	FUND CODE	PLACE CODE	HOURS	AUTHORIZED AMOUNT	PAY DATE	PAY RATE	HOURS WORKED	GROSS PAY STATUS
999555111	Blake, John	FWS	FINAID C10001 00	525.00	2493.75	01-OCT-2000 15-DEC-2000	4.75 4.75	20.00 25.00	95.00 TEMP Temporary work assignment 118.75
									----- 213.75
									=====
TOTAL									213.75
902109026	Caruso, Janet	FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	15.00 125.00	71.25 AUTH Authorized to Work 593.75
									----- 665.00
									=====
TOTAL									665.00
911111111	Davis, William A.	FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	23.00 75.00	109.25 AUTH Authorized to Work 356.25
									----- 465.50
									=====
TOTAL									465.50
902109025	Desmond, Michael	FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	20.00 56.00	95.00 AUTH Authorized to Work 266.00
									----- 361.00
									=====
TOTAL									361.00
902109024	Hunt, Natalie	FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	13.00 152.00	61.75 AUTH Authorized to Work 722.00
									----- 783.75
									=====
TOTAL									783.75
911111117	Jacob, O' Brien	FWS	FINAID S00001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	25.00 27.00	118.75 AUTH Authorized to Work 128.25
									----- 247.00
									=====
TOTAL									247.00

30-JUN-2001 02:07
PM
AID YEAR: 0001

SunGard Higher Education Development
Student Employment Earnings Control Report

PAGE 2
RJRSEEC

ID	NAME FUND CODE	PLACE CODE	HOURS	AUTHORIZED AMOUNT	PAY DATE	PAY RATE	HOURS WORKED	GROSS PAY	STATUS
902109027	Pennypacker, Melissa FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	19.00 85.00	90.25 403.75	AUTH Authorized to Work
								----- 494.00	
								=====	
TOTAL								494.00	
111555999	Santoro, Bert FWS	FINAID C10001 00	525.00	2493.75	01-OCT-2000 15-DEC-2000	4.75 4.75	16.00 195.00	76.00 926.25	TEMP Temporary work assignment
								----- 1002.25	
								=====	
TOTAL								1002.25	
902109023	Smith, Roger FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	20.00 222.00	95.00 1054.50	AUTH Authorized to Work
								----- 1149.50	
								=====	
TOTAL								1149.50	
911111114	Wiley, Sandra FWS	FINAID C10001 00	947.00	4498.25	01-OCT-2000 15-DEC-2000	4.75 4.75	13.00 157.00	61.75 745.75	AUTH Authorized to Work
								----- 807.50	
								=====	
TOTAL								807.50	

30-JUN-2001 02:07
PM
AID YEAR: 0001

SunGard Higher Education Development
Student Employment Earnings Control Report

PAGE 3
RJRSEEC

* * * REPORT CONTROL INFORMATION * * *

RPTNAME RJRSEEC
REPORT SEQUENCE NUMBER 177755
SELECTION IDENTIFIER
APPLICATION CODE
CREATOR ID
AID YEAR 0001
STARTING PAY PERIOD DATE
ENDING PAY PERIOD DATE
FUND CODES
SORT OPTION STUDENT NAME/ID, FUND CODE, PLACEMENT CODE, PAY PERIOD
LINE COUNT 55

RECORD COUNT - Students 10

Award/Tracking Letter Indicator Reset Process (RLRLETR)

Description A tracking letter indicator and an award letter indicator exist on the RORSTAT Table. When a value of *Y* appears in either of these fields, a significant change has occurred in the applicant's tracking requirements or award package that may require the generation of a new tracking letter or award letter. The tracking letter and award letter can then be produced using these fields with population selection criteria.

To create a population of students who should receive an award letter or tracking letter you should run the GLBDATA process to find the students whose tracking letter indicator or award letter indicator is set to *Y*. When you run the letter extract process (GLBLSEL) for your award letter or tracking letter, you should use the population just created.

To reset the award letter or tracking letter indicator back to *N* you should run the RLRLETR process immediately following the letter print process (GLRLETR). The parameters for the RLRLETR process call for the Application Code, Selection ID, and Creator ID for the population of students you wish to reset. This must be the same as the population you just used to print the award letters or tracking letters. This process resets the award and/or tracking letter indicator back to *N* so the student will not be reselected for another award letter or tracking letter unless there have been subsequent changes to the student's tracking requirements or award package.

Parameters	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	Select valid values from the Application Inquiry form (GLIAPPL).
	Creator ID	No	The ID of the person creating the sub-population rules.	
	Aid Year Code	Yes	A valid aid year code.	Select valid values from the Aid Year Inquiry form (ROIADY).

Parameters	Name	Required?	Description	Values
	Award or Tracking Indicator	Yes	This parameter determines which letter indicators you want to reset.	<i>A</i> Award Letters <i>B</i> Both Award and Track. Letters <i>T</i> Tracking Letters
	User ID	Yes	ID of the person using the sub-population rules.	

Award/Tracking Letter Indicator Reset Process Sample

21-SEP-2005 12:07 PM AID YEAR: 0506	BANNER University Award/Tracking Letter Indicator Reset Process	PAGE 1 RLRLETR
* * * REPORT CONTROL INFORMATION * * *		
RPTNAME	RLRLETR	
VERSION	7.3	
REPORT SEQUENCE NUMBER	36580	
SELECTION IDENTIFIER	JON	
APPLICATION CODE	FINAID	
CREATOR ID	JMILLER	
AID YEAR	0506	
RESET (A)ward, (T)racking or (B)oth...	B	
USER ID	JMILLER	
LINE COUNT	55	
Award Letter Update Count	3	
Tracking Letter Update Count ...	0	

Need Analysis Logging Report (RLRLOGG)

Description Banner Financial Aid allows changes to need analysis data to be stored in a special log table that can be used as an audit trail of activity. The same method of logging is used for storing changes for processing. In order to successfully log data changes for EDE, you must activate three levels of control switches.

The first level is the institutional level. Pell correction logging must be activated by setting the switch to *Y* on the Institution Financial Aid Options form (ROAINST) for the aid year. This indicator controls the default value for the Pell Correction switch in the Key Block of the Need Analysis form (RNANAxX). This switch must also be set to *Y* in order to log changes for Pell EDE. The third level is the individual field level. You must set the **Pell Correction** indicator (Pell Ind) to *Y* on the Data Log Rules form (RORDATA) for the field that is being changed.

Under this method of logging need analysis or Pell corrections, the form stores the changes in temporary tables and you must run another process to move the data from the temporary log tables to the permanent log tables (ROBALOG). Once this process is completed, the changes can be viewed on either the Applicant Data Log form (ROIALOG) or the Data Log Inquiry form (ROILOG).

The date/time stamp on the audit log record is the date and time that the information was changed if it is data from the RCRAPP1 or RORSTAT tables. It is the date/time that the RLBLOGG process was run if the changed data was from the RCRAPP2 table.

You can use the Data Log Rules form (RORDATA) to turn logging on or off for any field in the RCRAPP1 table. Logging of any RCRAPP1 field can be activated by setting the Audit Indicator on the RORDATA form to *Y*. It can be deactivated by setting it to *N*. RCRAPP2 or RORSTAT fields, however, are not totally controlled by RORDATA. If an RCRAPP2 or RORSTAT field was originally delivered with the Audit Indicator set to *Y*, then it can be turned on or off. If it was originally delivered with the Audit Indicator set to *N*, then it cannot be logged regardless of the Audit Indicator. (The RORDVAL table can be used to identify fields that were delivered as logable.)

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)

Need Analysis Logging Report Sample

```
Username: Connected.  
Run Sequence Number: rlrlogg completed successfully  
0 lines written to /export/home/mkichlin/jobsub/rlrlogg_222204.lis  
Performing Logging (Version 8.6), please wait ...  
  Logging RCRAPP2 ...  
  Logging RCRAPP3 ...  
  Logging RCRAPP4 ...  
  Logging RCRAPP1 ...  
  Logging RNROVRD ...  
  Logging completed.  
Connected.  
Connected.
```

Need Analysis Calculation Process (RNEINxx)

Description Performs the need analysis process for a given aid year (where xx is the aid year).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	INAS Option	Yes	Long or short version.	<i>L</i> Long (default) <i>S</i> Short
	Process Indicator	Yes	When the Process Indicator value is <i>B</i> , INAS performs the appropriate calculations for all students in the Aid Year provided in Aid Year Code parameter. When the Process Indicator value is <i>R</i> , INAS performs the appropriate calculations for all students who are designated as requiring a Need Analysis recalculation.	<i>B</i> Batch - All Students for Aid Year <i>R</i> Recalc - In Waiting Status
	Applicant Code	No	Applicant ID for the online process. Do not enter a value for this parameter when you run this process in batch mode.	Person Search form (ROAIDEN)
	Selection ID	No	Name of Population Selection rule.	
	Creator ID	No	Person who wrote the Population Selection rule.	
	User ID	No	Person who executed Population Selection rule.	

Need Analysis Calculation Process Sample

Date: 17-MAY-2002 PGM: RNECP03
 TIME: 11:33 RESULTS OF THE INAS COMPARISON PROCESS PAGE: 1

```
=====
ID #: 181-03-0521 ADDRESS: 5802 BICENTENNIAL PLACE
NAME: MAGRONE, ANAND R BEAUMONT, TX
=====
7 DIFFERENCES FOUND PROFILE ISIR DIFFERENCE TOLERANCE
=====
STUD: A G I 17,619 8,000 9,619- 54.59% 0
STUD: FEDERAL TAX 16 1,600 1,584 999.99% 0
STUD: FILER'S WAGES 381 20,000 19,619 999.99% 0
STUD: YEAR IN SCHOOL 0 1 7 n/a n/a n/a
PRNT: A G I 98,979 80,000 18,979- 19.17% 0
PRNT: FEDERAL TAX 17,057 15,000 2,057- 12.06% 0
PRNT: FATHER'S WAGES 77,768 70,000 7,768- 9.98% 0
=====
```

```
Parameter (1) = SMAGRONE
Parameter (2) = XXXXXXXX
Parameter (3) = 786741
Parameter (4) = RNEIN03
Parameter (5) =
Parameter (6) =
Parameter (7) =
Parameter (8) =
Aid Year Code = 0203
INAS Option = L
All or Recalc = 0
ID = 181030521
Application Code =
Selection ID =
Creator ID =
User ID =
```

```
Extracting Table Data...
Long Need Analysis Calculation in Progress...
Updating IM Results...
```

```
Updating FM Results...
```

```
Successfully Completed INAS
Version 5.3.1
```

Transfer Monitoring Application Creation Process(RNRTMAC)

Description This process populates or updates the NSLDS Transfer Monitoring Application form (RNATMNT) with the same functionality that currently exists for manually added records. That is, it creates or updates Transfer Monitoring Inform Requests, Financial Aid History Requests, or both types of request records for each student found in the Population Selection parameters that are included in the job.



Note

You must create your own Population Selection which will use Banner IDs to populate RNATMNT during the process.

The Enrollment Begin Date, Remove From Monitoring?, and Use Class Start Date parameters are only valid when you create Transfer Monitoring Inform Requests. You can only enter values for these parameters when the Request Type parameter contains a value of *T* or *B*.

When you run the RNRTMAC process to set the remove indicator on TSM Inform Request records (the Remove from Monitoring? parameter is *Y*), if the Request Type to Create parameter is *B* to create both TSM and FAH records, only the TSM records will be updated for the remove indicator. FAH records will not be updated or created. ■

Process Notes

1. Population Selection

- As with all Population Selection rules, you must enter all four of the population selection parameter values.
- The process does not default the User ID of the person who is running the process into the User ID parameter. Rather, it verifies that the User ID entered into the parameter is associated with an existing Population Selection.
- The process will fail to execute if any of the four parameters is not present.

2. Processing Remove Records from Transfer Monitoring

- For students with a single record, include the student in the Population Selection and select *Y* in Parameter 08 to remove from monitoring.
- For students with multiple records who have more than one school identified, include the student in the Population Selection, indicate the appropriate School OPEID and Branch in Parameter 06, and select *Y* in Parameter 08 to remove from monitoring. The process will then update only the related record for that school to be removed.

- For students with multiple records who all have the same school identified but different Enrollment Begin Dates exist, manually update the student record via the RNATMNT form to select the correct record to be removed.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Application ID	Yes	General area for which the Selection ID was defined.	
	Selection ID	Yes	Code that identifies the population with which to work.	
	Creator ID	Yes	ID of the person who created the population rules.	
	User ID	Yes	ID of the person who used the population rules.	
	School OPEID and Branch	No	Enter a specific OPEID and OPEID Branch for the Transfer Monitoring or Financial Aid History request. The first six characters are the OPEID and the last two characters are the OPEID Branch.	
	Enrollment Begin Date	No	Start Date for population if other than default date (MM-DD-CCYY).	

Parameters <i>(cont)</i>	Name	Required?	Description	Values	
	Remove from Monitoring?	No	<p>Enter <i>Y</i> to remove this population from the Transfer Monitoring List. Additionally, if you attempt to update the Remove Indicator for a student with one of the following conditions, you will receive an error message that indicates that the student could not be removed from processing. The conditions which will not allow removal are:</p> <p>Add/Request Batch ID is null Remove Batch ID is not null School code is invalid No record is found for the update</p> <p>You must review and/or update RNATMNT manually for these records.</p>		
	Print Report?	No	<p>Print Report of Records Added?</p> <p>If <i>Y</i> is selected, the report includes both the records that were added and any error messages. If <i>N</i> is selected, the output is created and only the error messages are included.</p>	<i>Y</i>	Yes
				<i>N</i>	No

Parameters (cont)	Name	Required?	Description	Values
	Use Class Start Date?	No	Use earliest class start date for the enrollment start date?	Y Yes N No
	Request Type to Create?	Yes	<p>Determines whether you want to create Transfer Monitoring Inform Requests, Financial Aid History Requests, or both types of requests.</p> <p>An FAH request is not created for a student if a prior FAH request exists that has not yet had a FAH record received (the FAH Received Date field on the NSLDS Transfer Monitoring Application form (RNATMNT) is blank).</p> <p>Note: If the Remove from Monitoring? parameter is Y and this parameter is B, only Transfer Monitoring Inform Requests are updated with the remove indicator. Financial Aid History records are not created.</p>	<p>Valid values for this field are:</p> <p>T Transfer Monitoring Inform Request</p> <p>H Financial Aid History Request</p> <p>B Both TSM Inform Request and FAH Request</p>

Transfer Monitoring Application Creation Process Sample

04-APR-2008 05:26:52 PM		BANNER University						1
Aid Year: 0809		Transfer Monitoring Application Creation Process						RNRTMAC
Student ID	SSN	Last Name	First Name	School Code	Branch	Begin Date	Type	Error?
517009229	517009229	RUCKER	TEST9229	620044	55	02-SEP-2008	T	
517009229	517009229	RUCKER	TEST9229	620044	55		H	
517009230	517009230	RUCKER	TEST9230	620044	55	02-SEP-2008	T	
517009230	517009230	RUCKER	TEST9230	620044	55		H	
Total Records With Errors.....: 0								
Total TSM Inform Records Created.....: 2								
Total FAH Request Records Created.....: 2								

04-APR-2008 05:26:52 PM
Aid Year: 0809

BANNER University
Transfer Monitoring Application Creation Process

1
RNRTMAC

CONTROL SUMMARY

Program Name.....:RNRTMAC(8.1)
One up Number.....:230103

PARAMETERS

Aid Year Code.....:0809
Application Code.....:
Selection ID.....:
Creator ID.....:
User ID.....:
School OPEID and Branch.....:
Enrollment Begin Date.....:
Remove From Monitoring?.....:
Use Earliest Class Start Date?.....:

Transfer Monitoring Extract Process(RNRTMNE)

Description

This extract process creates the School Inform/FAH Request file (which contains the names of the students who are to be added to, or deleted from, the Transfer Monitoring list or for whom the school wants to request Financial Aid History records). Data entered on the NSLDS Transfer Monitoring Application form (RNATMNT) is used by this process to determine who should be included in the extract file.

The TRNINFIN message class is extracted for both a TSM Inform Request and a FAH Request. Once received by NSLDS, the school will receive a corresponding TRNINFOP error/acknowledgement file for each file sent.

The school will then receive either Alert files (TRALRTOP) for students added to the Transfer Monitoring list or FAH files (FAHEXTOP) as requested.

Warning

A school must wait seven days before disbursing federal funds to students after informing NSLDS about a mid-year transfer. To that end, Banner automatically places a seven-day hold on disbursement for students being added to the Transfer Monitoring list. A Hold code parameter is provided to allow you to specify a code for this purpose. The validation for the Hold code parameter is RTVHOLD. When establishing a hold that will be used for the seven-day disbursement hold for Transfer Monitoring, the Disbursement Hold indicator for the Hold code must be checked in order to prevent disbursement of aid. A disbursement hold is not set for FAH Requests. ■

If a School Inform/FAH Request file is lost by the school or NSLDS, you may resend the entire batch of records by selecting the Resend Batch parameter. This will create a duplicate of the file previously extracted with no new records added.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	School OPEID and Branch	No	Enter a specific OPEID and OPEID Branch for the Transfer Monitoring or Financial Aid History request. The first six characters are the OPEID and the last two characters are the OPEID Branch.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Hold Code	Yes	<p>This is the Hold code to be used for a seven-day disbursement hold.</p> <p>Since FAH Requests do not set a Financial Aid Hold, the Hold Code parameter is ignored for FAH requests. The required seven-day disbursement hold only applies when you extract Transfer Monitoring Inform Requests.</p>	
	Sort Order	Yes	This is the option to sort the report by <i>Name</i> or <i>ID</i> .	<i>N</i> Sort by Name <i>I</i> Sort by ID
	Application ID	No	This is the general area for which the selection ID was defined.	Validated against the GLBAPPL table
	Selection ID	No	This is the code that identifies the population with which to work.	
	Creator ID	No	This is the ID of the person who created the population rules.	
	User ID	No	This is the ID of the person who ran the GLBDATA process to extract the students in the specified population selection.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Resend TM Inform File Batch ID	No	The Transfer Monitoring School Inform/FAH Request File Batch ID to be resent. If a School Inform/FAH Request file is lost by the school or NSLDS, you may resend the entire batch of records. This will create a duplicate of the file previously extracted with no new records added.	
	Request Type to Extract	Yes	<p>Determines whether you want to extract Transfer Monitoring Inform Requests, Financial Aid History Requests, or both types of requests.</p> <p>If you select <i>B</i> for this parameter, both TSM Inform Requests and FAH Requests are extracted into the file. However, if a student has both an FAH Request and a TSM Inform Request Record ready to extract on the RNATMNT form, only one detail record is extracted for the student with all the appropriate data for both the FAH and TSM Inform Request. When this occurs, both the FAH Request in RNATMNT and the Inform Request record in RNATMNT are updated to indicate that the request has been extracted.</p>	<p>Valid values for this field are:</p> <p><i>T</i> Transfer Monitoring Inform Requests</p> <p><i>H</i> Financial Aid History Requests</p> <p><i>B</i> Both TSM Inform Request and FAH Requests</p>

Transfer Monitoring Inform/FAH Extract Report Sample

04-APR-2008 05:05:53 PM		BANNER University						1
Aid Year: 0809		Transfer Monitoring Inform/FAH Extract Report						RNRTMNE
Student ID	SSN	Last Name	First Name	School Code	Branch	Type	Action	Enrl Begin
517009225	517009225	RUCKER	TEST9225	620004	00	H		
517009226	517009226	RUCKER	TEST9226	620004	00	H		
517009227	517009227	RUCKER	TEST9227	620004	00	T	Added	02-SEP-2008
517009228	517009228	RUCKER	TEST9228	620004	00	T	Added	02-SEP-2008

CONTROL SUMMARY CONTROL SUMMARY

```

Program Name.....: RNRTMNE(8.1)
Job number.....: 230094
Aid Year Code.....: 0809
School OPEID and Branch.....: 62000400
Hold Code.....: 10
Sort Order.....: N
Application Code.....:
Selection ID.....:
Creator ID.....:
User ID.....:
Resend TSM File Batch ID.....:
Request Type to Extract.....: B
Number of Lines Per Page.....: 55
Total Pages Printed.....: 1
  
```

TSM EXTRACT

```

TSM Records Read.....: 4
TSM Records Extracted.....: 4
  Inform requests extracted.....: 2
  FAH requests extracted.....: 2
TSM Records Rejected.....: 0
TSM Extract Batch ID.....: 2008040407
TSM Extract file name.....: /export/home/jpoulin/jobsub/trninf_230094.dat
  
```

Transfer Monitoring Import Process(RNRTMNI)

Description

The Transfer Monitoring Import Process imports and loads data into Banner from the three Transfer Monitoring file types sent from NSLDS: the Error/Acknowledgement file (TRNINFOP), the Alert file (TRALRTOP), and the Financial Aid History file (FAHEXTOP). RNRTMNI can also import concatenated files, though these concatenated files must contain a single file type -- either all TRNINFOP, all TRALRTOP, or all FAHEXTOP files.

During the import of a record, the RNRTMNI process determines if the record is a TSM Alert record, an FAH record, or an Error/Acknowledgement record. Any file types other than the TRNINFOP, TRALRTOP, or FAHEXTOP will generate an error message and will not be processed.

- An FAH record is identified by the words *FAH HEADER* contained in the header record
- A TSM Alert Record is identified by the words *TSM ALERT HEADER* in the header record
- An Error/Acknowledgement record is identified by the words *TSM/FAH ERROR HEADER* in the header record.

When an FAH is received, you may want to load the FAH as the current NSLDS record. A new parameter was added to the RNRTMNI process so that you can choose whether or not to load FAH records received as the current NSLDS record. This is valid only for FAH records received and does not pertain to Alert records. Alert records are always loaded as the current NSLDS record for the student.

When the FAH record is loaded into Banner, the record is loaded to the NSLDS tables with an INFC Code of *FAH* so that it is clear that the data came from a Financial Aid History record. *TRM* will continue to be loaded as the INFC Code for TSM Alert records. If a student has FAH requests for more than one aid year in the RNRTMNT table, the FAH record will be imported to each aid year for which there is an unsatisfied request.

A secondary match is performed to compare the data in RNRTMNT (submitted in the Inform File to NSLDS) to fields returned in the data files defined as first name, last name, and date of birth as submitted in the Batch Inform file. If the secondary match is successful, the record is loaded and a message will be provided that the first name, last name, or date of birth is different in NSLDS.



Note

The Social Security Number is required to match.



Parameters	Name	Required?	Description	Values
	Acknowledgement or Alert File	Yes	Enter the Acknowledgment or Alert filename with the extension here.	
	Print Report Option (Y/N)	Yes	This is the option to print a report: Yes or No.	Y Yes (default) N No
	NSLDS Output Application ID	No	This is the general area for which the Selection ID was defined.	
	NSLDS Output Selection ID	No	Code that identifies the population with which to work.	
	NSLDS Output Creator ID	No	This is the ID of the person who created the population rules.	
	NSLDS Output User ID	No	This is the ID of the person who used the population rules.	
	Load FAH Record as Current Record?	Yes	Determines whether you want to load a Financial Aid History record as the current record.	Valid values for this parameter are: Y Load FAH Record as the Current NSLDS Record N Load FAH Records as a Non-Current NSLDS Record

Transfer Monitoring Import Process Sample

16-DEC-2009 03:44:13 PM ASUNGARD UNIVERSITY of BANNER 1
Transfer Monitoring Alert Report RNRTMNI

Batch ID: 2009121601

Student ID	SSN	Aid Year	Last Name	First Name
811100105	225403908	0910	KOCO	NATHAN
First Name, Last Name, and/or DOB different in NSLDS				
811100105	225403908	0910	KOCO	NATHAN
First Name, Last Name, and/or DOB different in NSLDS				
811100106	811100106	0910	EDIT	QUESTION
811100106	811100106	1011	EDIT	QUESTION
811100115	811100115	1011	EDIT	WORK
First Name, Last Name, and/or DOB different in NSLDS				
811100115	811100115	0910	EDIT	WORK
First Name, Last Name, and/or DOB different in NSLDS				

16-DEC-2009 03:44:13 PM ASUNGARD UNIVERSITY of BANNER 1
Transfer Monitoring File Import Report RNRTMNI

CONTROL SUMMARY

Program Name.....: RNRTMNI(8.6)
Job number.....: 222662
File Name.....(01): tralrtop.dat
Print Report Option.....: Y
NSLDS Output Application Code.....: FINAID
NSLDS Output Selection ID.....: TSM
NSLDS Output Creator ID.....: SLAIRD
NSLDS Output User ID.....: SLAIRD
Load FAH Record as Current.....: Y
Number of Lines Per Page.....: 60

Alert Batch ID.....: 2009121601
School OPEID and Branch.....: 01781300
Total students reported.....: 4
Total detail records.....: 51

Connected.

File Name: /s02/s10b80/appr/banner/tapedata/finaid/tralrtop.dat

Processing message class TRALRTOP...

ERROR No matching SSN, LAST NAME, FIRST NAME, BIRTH DATE, and School OPEID and Branch in Transfer Monitoring file

BATCH ID: 2009121601 SCHOOL OPEID and Branch: 01781300

SSN: 811100125, LAST NAME: PUFF

FIRST NAME: COCO

DOB: 19860419

ERROR Type 2 record with no matching type 1

SSN: 811100125, LAST NAME: PUFF

FIRST NAME: COCO

DOB: 19860419 SCHOOL: 01781300

Reported Number of Records Submitted: 51

Connected.

Connected.

Connected.

Verification Discrepancy Report (RNRVRFY)

Description Verification Discrepancy Report prints discrepancies between verification documents and application data. You can optionally update the application record with verification data.

You can update a student application with the batch Verification Discrepancy Report. When you run this report, you can either: (1) report discrepancies and update the student's application; or (2) just report the discrepancies. If you choose the former option, the report compares all fields and updates the application with the verified information when the discrepancy is greater than the tolerance for the field. If the verification data is non-existent (that is, null) for a field, application updates do not take place for the field.

Situations frequently arise in which a student reports more other untaxed income than you can verify. This can happen if the student originally reports a non-taxable source that is not included on any verification document. Add the additional untaxed income to one of the other untaxed income fields on the Need Analysis Document Verification form (RNAVRxx) to prevent the RNRVRFY Report from reducing the amount of other untaxed income reported by the student. Otherwise, the RNRVRFY Report reduces the total of other untaxed income reported by the student if the difference is greater than the tolerance, regardless of whether the difference is positive or negative.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Update Application Record	No	This parameter determines whether or not the verification data should replace the application data. If you enter Y, the report compares all fields and updates the application with the verified information when the discrepancy is greater than the tolerance for the field. If the verification data is non-existent (null) for a field, application updates do not take place for the field.	<div>Y Update application record</div> <div>N Do not update application record</div>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Report Type	No	This parameter determines whether you want to include all students with verification data or just those students with discrepancies.	<i>A</i> - All students with verification data (default) <i>D</i> - Discrepancies Only - A student only displays on the report if at least one discrepancy exists for the student and only records for those students are updated.
	Report Sequence	No	You can sort the report data with one of the indicated sort options.	<i>N</i> Name (default) <i>I</i> ID
	Child Support Tolerance	No	You can optionally enter a child support tolerance that indicates a significant difference.	
	Social Security Benefit Toler.	No	You can optionally enter a social security benefit tolerance that indicates a significant difference.	
	Other Untaxable Income Toler.	No	You can optionally enter an other untaxable income tolerance that indicates a significant difference.	
	Adjusted Gross Income Toler.	No	You can optionally enter an adjusted gross income tolerance that indicates a significant difference.	
	US Income Tax Paid Tolerance	No	You can optionally enter a U.S. income tax paid tolerance that indicates a significant difference.	
	AFDC Tolerance	No	Tolerance level before the difference is considered significant.	
	Earned Income Credit Tolerance	No	Tolerance level before the difference is considered significant.	
	Child Support Paid Tolerance	No	Tolerance level before the difference is considered significant.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Earned Income Credit Tolerance	No	Tolerance level before the difference is considered significant.	
	Sum of Discrepancies Tolerance	No	You can optionally enter a sum of discrepancies tolerance that indicates a significant difference.	
	Application ID	No	Application code of the population selection. Select valid values from the Application Inquiry form (GLIAPPL). If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID and User ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID and User ID parameters.	
	User ID	No	ID of the person using the sub-population rules. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	

Verification Discrepancy Report Sample

18-DEC-2009 05:14 PM
AID YEAR: 1011 2010 - 2011 aid year

ASUNGARD UNIVERSITY of BANNER
Verification Discrepancy Report

PAGE 1
RNRVRFY

NAME	VERIFICATION RECORD	CURRENT RECORD	ID NUMBER	PAR/STUDENT
Laird401,Adam			811110401	PARENT
PARENT'S CO-OP EARNINGS:	3500	87878		
Laird401,Adam			811110401	STUDENT
CO-OP EARNINGS:	2000	678		
Laird405,Last			811110405	STUDENT
CO-OP EARNINGS:	450			
Laird406,Question			811110406	STUDENT
CO-OP EARNINGS:	1300			
Laird406,Question			811110406	PARENT
PARENT'S CO-OP EARNINGS:	2500			
Edit,Worksheet			811110408	STUDENT

CO-OP EARNINGS:

50

18-DEC-2009 05:14 PM
AID YEAR: 1011 2010 - 2011 aid year

ASUNGARD UNIVERSITY of BANNER
Verification Discrepancy Report

PAGE 2
RNRVRFY

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RNRVRFY
VERSION #: 8.6
REPORT SEQUENCE NUMBER: 222835
AID YEAR: 1011
AUTO UPDATE OF APPLICANT: NO
REPORT TYPE: D
REPORT SEQUENCE: ID

DISCREPANCY TOLERANCES
OTHER UNTAXED INCOME: 000100
ADJUSTED GROSS INCOME: 000100
TAX PAID: 000100
EIC AMT: 000100
CHILD SUPPORT PAID: 000100
EARNED INCOME: 000100
SUM OF DISCREPANCIES: 000400

APPLICATION CODE: FINAID
SELECTION IDENTIFIER: SUE3
CREATOR ID: SLAIRD
USER ID: SLAIRD
LINE COUNT: 55

RECORD COUNT: 6

Automatic Rule Compilation Process (ROOGSQL)

Description This process creates a SQL statement from the Budgeting, Tracking and Packaging Group Selection rules.

Parameters for running the ROOGSQL process are automatically created by the RORRULE form.

Parameters	Name	Required?	Description	Values
	Compile Code	Yes	This is the Compile code.	%GAAwarding Rules %GBBudgeting %GDDisbursement Rules %GFFund Rules %GPPackaging %GTTracking
	Select ID	Yes	Internal Identifier of the Group code	Aid Year Inquiry form (ROIADY)

Update Batch Post Categories (ROPPCAT)

Description The ROPPCAT process has been created through Community Source and is a baseline process in Banner Financial Aid. For a given aid year, this process first resets or unchecks all of the use indicators that has been checked on RORPOST. The process then goes through and sets the use indicators that correspond to the category code defined by the user in the job parameters. When the process is run, the Use Indicator is set to Y (checked) for all batch posting rules that match the defined category code. Depending on an institution's naming standard, it is possible to group categories for one batch posting. For these institutions, a parameter has been provided to process only a single category code (equal) or multiple categories using the option of Like. If you are using the option of Like, you may enter a partial category code and a wildcard % has been appended to the end; for example, like TRK would be TRK% when the Like option is used. The category code parameter is not validated for valid values on RORPOST. If the category code entered for the parameter does not exist, all Use Indicators will be reset to N (unchecked), and no updates will be made to set the Use Indicators to Y (checked).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Category Code	Yes	Enter the full or partial category code; the batch post rules corresponding to the code will be set. If this is a partial category code name, be sure to choose "Like" mode below.	
	Equal or Like	Yes	If your category code entered above is the exact name of a category, enter an E. Otherwise, if your category code is a partial one, enter an L. The default is L. If the "Like" option is chosen, there is an assumed percent (%) at the end of the category code.	<i>E - Equal mode</i> <i>L - Like mode</i>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Audit or Update	Yes	Enter A to produce an audit report or U to update the database. The default is U.	<i>A - Audit mode</i> <i>U - Update mode</i>
	Application Code	Yes	Enter the Application Code associated with the population selection for the category code(s) to be selected for update of the Use Indicator.	Application Inquiry (GLIAPPL)

Update Batch Post Categories Sample

```

14-JAN-2010 01:30:34 PM          ASUNGARD UNIVERSITY of BANNER          PAGE      1
AID YEAR: 1011 2010-2011 Aid Year Batch Post Categories Process        ROPPCAT
-----
          * * * REPORT CONTROL INFORMATION * * *

Program Name.....: ROPPCAT
Version.....: 8.5.2

Report Sequence Number.....: 223768
Aid Year Code.....: 1011
Category Code.....: MK
Like/= Flag.....: E
Audit/Update Flag.....: U
Application Id.....: FINAID

Number of records cleared.....: 3
Number of records flagged.....: 18

Total pages Printed.....: 1

          ***** END OF REPORT *****

```

Financial Aid New Year Roll Process (ROPROLL)

Description This process rolls over selected, aid-year specific information from one aid year to another.

Parameters	Name	Required?	Description	Values
	From Aid Year Code	Yes	Aid Year Code from which rules are to be rolled.	Aid Year Inquiry form (ROIAIDY)
	To Aid Year Code	Yes	.Aid Year Code to which rules are to be rolled.	Aid Year Inquiry form (ROIAIDY)
	Perform roll of group rolls	Yes	Perform roll of Group rolls.	Y Yes (default) N No
	Perform roll of FUND data	Yes	Perform roll of Fund data.	Y Yes (default) N No
	Perform roll of BUDGET data	Yes	Perform roll of Budget data.	Y Yes (default) N No
	Perform roll of TRACKING data	Yes	Perform roll of Tracking data.	Y Yes (default) N No
	Perform roll of PACKAGING data	Yes	Perform roll of Packaging data.	Y Yes (default) N No
	Perform roll of COMMON data	Yes	Perform roll of Common data.	Y Yes (default) N No
	Perform roll of EMPLOYMNT data	Yes	Perform roll of Employment data.	Y Yes (default) N No
	Perform roll of ATHLETIC data	Yes	Perform roll of ATHLETIC data.	Y Yes (default) N No

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Perform roll of ROBINST data	Yes	Perform roll of ROBINST data.	<i>Y</i> Yes (default) <i>N</i> No
	Active	Yes	Aid Year Status.	<i>A</i> Active <i>I</i> Inactive
	Pivot Date	Yes	Pivot Date	Pivot Date (DD-MON-YYYY)
	Aid Year Description	Yes	Description for the Aid Year	
	Aid Year Start Date	Yes	Aid Year Start Date	Aid Year Start Date (DD-MON-YYYY)
	Aid Year Start Year	Yes	Aid Year Start Year	Aid Year Start Year (YYYY)
	Aid Year End Date	Yes	Aid Year End Date	Aid Year End Date (DD-MON-YYYY)
	Aid Year End Year	Yes	Aid Year End Year	Aid Year End Year (YYYY)

Financial Aid New Year Roll Process Sample

27-JAN-2010 09:31:58 AM		SUNGARD UNIVERSITY of BANNER New Year Roll Process		1 ROPROLL

Roll	Results of Roll Performed			

ROBINST	ROBINST records rolled from 0910 to S910			
ROBINST	RORINID records rolled from 0910 to S910			
ROBINST	Financial Aid ROBINST data rolled from 0910 to S910			
RULE	RPRALGR records rolled from 0910 to S910			
RULE	RORGDAT records rolled from 0910 to S910			
RULE	RORGSQL records rolled from 0910 to S910			
RULE	RORCMPL records rolled from 0910 to S910			
RULE	Rule records rolled from 0910 to S910			
FUND	RFRASPC records rolled from 0910 to S910			
FUND	RFRCOMM records rolled from 0910 to S910			
FUND	RFRBCMP records rolled from 0910 to S910			
FUND	RFRDETC records rolled from 0910 to S910			
FUND	RFRREQ records rolled from 0910 to S910			
FUND	RFRMSG records rolled from 0910 to S910			
FUND	RPBLOPT records rolled from 0910 to S910			
FUND	Financial Aid Fund data rolled from 0910 to S910			
BUDGET	RBRCOMP records rolled from 0910 to S910			
BUDGET	RBRGMSG records rolled from 0910 to S910			
BUDGET	Financial Aid Budget data rolled from 0910 to S910			
TRACKING	RRRTMSG records rolled from 0910 to S910			
TRACKING	RRRGREQ records rolled from 0910 to S910			
TRACKING	Financial Aid Tracking data rolled from 0910 to S910			
PACKAGING	RORAUDT records rolled from 0910 to S910			
PACKAGING	RPBOPTS records rolled from 0910 to S910			
PACKAGING	RPRGGAP records rolled from 0910 to S910			
PACKAGING	RPRGSHP records rolled from 0910 to S910			
PACKAGING	RPRGEQY records rolled from 0910 to S910			
PACKAGING	RPRDEFG records rolled from 0910 to S910			
PACKAGING	RPRDEFE records rolled from 0910 to S910			
PACKAGING	RPRDEFS records rolled from 0910 to S910			
PACKAGING	RPRGFND records rolled from 0910 to S910			
PACKAGING	RPRCLSS records rolled from 0910 to S910			
PACKAGING	RPRDEGR records rolled from 0910 to S910			
PACKAGING	RPRFSRC records rolled from 0910 to S910			
PACKAGING	RPRFCAT records rolled from 0910 to S910			
PACKAGING	RPRMAJR records rolled from 0910 to S910			
PACKAGING	Financial Aid Packaging data rolled from 0910 to S910			
COMMON	RORUSER records rolled from 0910 to S910			
COMMON	RORPOST records rolled from 0910 to S910			
COMMON	RCRINFR records rolled from 0910 to S910			
COMMON	RCRINFC records rolled from 0910 to S910			
COMMON	RORCAMP records rolled from 0910 to S910			
27-JAN-2010 09:31:58 AM		SUNGARD UNIVERSITY of BANNER New Year Roll Process		2 ROPROLL

SAP Assignment Process (ROPSAPR)

Description This is the Satisfactory Academic Progress Assignment Process.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Term Code for Calculation	Yes	Term for which SAP is to be calculated.	Financial Aid Term Query form (ROITERM)
	SAP Effective Term Code	Yes	Term where the SAP Status Code will be stored.	Financial Aid Term Query form (ROITERM)
	Student ID	No	Must be left blank when running in batch.	NULL
	Use All with RORSTAT for aidy	Yes	Compute SAP for RORSTAT which exists in aid year of Calculation Term.	Y Yes (default) N No
	Use All Enrolled for Term	Yes	Compute SAP for SFBETRM which exists in Calculation term.	Y Yes (default) N No
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry form (GLIAPPL)
	Creator ID	No	The ID of the person creating the sub-population rules.	
	Selection Identifier	No	Code that identifies the sub-population to work with.	
	User ID	No	The ID of the person using the sub-population rules.	
	Create RORSTAT Record Y or N	No	Enter Y to have a RORSTAT record created for each aid year/applicant.	Y Yes N No (default)

SAP Assignment Process Sample

```
06-AUG-2001 04:24:09 PM      SunGard Higher Education Develop-
ment                          1
Aid Year: 0001                SAP Status Report                      ROPSAPR
-----
```

Locked SAP Status Records for Term : 200120

```
NAME                               ID       Locked SAP Code Description
-----
```

```
Total Locked SAP Records ..... : 0
Total Processed Records for Term : 484
```

```
06-AUG-2001 04:24:09 PM      SunGard Higher Education Development
2
```

CONTROL SUMMARY

```
Program Name                      :ROPSAPR(5.1)
One up Number                     :750140
Aid Year Code                     :0001
Term Code for Calculation         :200110
SAP Effective Term Code          :200120
Student ID                       :
Use All with RORSTAT for aidy    :Y
Use All Enrolled for Term        :N
Create RORSTAT record            :N
Number of lines per page         :55
Report file name                 :/u/jobsub/ropsapr_750140.lis

Total pages Printed               :2
```

***** END OF REPORT *****

Financial Aid Term Roll Process (ROPTERM)

Description The Financial Aid Term Roll Process enables you to roll existing data for third party contracts and exemptions from one term to a new term. By default, the process rolls both contracts and exemptions. You can use parameters to only roll contracts or to only roll exemptions. You can also run the process in audit mode - to report what would roll if you ran the process in update mode (without actually updating any data).

Parameters	Name	Required?	Description	Values
	From Term Code (1 - 8)	See Description	Specify the “from” term code (the source of the data) and the “to” term code (the destination of the data) in parameters 01 and 02. You can optionally specify up to eight “from” and “to” term code pairs.	Financial Aid Term Code Inquiry (ROITERM)
	To Term Code (1 - 8)	See Description	Specify the “from” term code (the source of the data) and the “to” term code (the destination of the data) in parameters 01 and 02. You can optionally specify up to eight “from” and “to” term code pairs.	Financial Aid Term Code Inquiry (ROITERM)
	Run Mode	Yes	Specify whether to run the process in audit or update mode.	<i>A</i> (Audit) A report is generated, but no data updates occur. <i>U</i> (Update) Both a report and data updates occur.
	Roll Contracts	Yes	Roll eligible contracts to new term.	Y (Yes) (default) N (No)
	Roll Exemptions	Yes	Roll eligible exemptions to new term.	Y (Yes) (default) N (No)

User-Defined Data Process (ROPUSER)

Description The ROPUSER Process:

- creates an aid year-specific row in the ROBUSDf Table for all students with an Applicant Status record (RORSTAT) based on the Aid Year Code parameter,
- optionally creates a non-aid year-specific row in the ROBNUd Table based on the Create non year record parameter for all students with an Applicant Status record (RORSTAT) for the aid year code entered as the first parameter.

In both cases, row creation only occurs for those students that do not already have a row in the table. Once you've created the rows, you can include data from the tables when you write simple rules on the Financial Aid Selection Rules form (RORRULE).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Create non year record	Yes	If this parameter is set to Y, the process inserts a non year user-defined field record for the PIDM if a RORSTAT record exists for the student for the aid year.	<i>N</i> Do not create a non year record (default) <i>Y</i> Create a non year record

Audit Log Report (RORALOG)

Description The Audit Log Report prints logged data changes and deletions. It also provides the option to purge the data log.

Parameters	Name	Required?	Description	Values
	Aid Year/ Non-Aid Year Ind.	No	This option determines whether or not you want to print data logs with the aid year in the table.	1 Print logs with aid year
				2 Print logs without aid year
	Aid Year Code	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Beginning Activity Date	No	You can optionally restrict the Audit Log Report to a range of activity dates. The beginning date determines the beginning range of activity dates in which the logged data should fall. The system prints the logged data created on or after this date.	DD-MMM-YYYY format
	Ending Activity Date	No	You can optionally restrict the Audit Log Report to a range of activity dates. The ending date determines the ending range of activity dates in which the logged data should fall. The system prints the logged data created on or before this date.	DD-MMM-YYYY format
	Purge Data Logs Indicator	No	This optional parameter enables you to delete the logged records after you print the records.	N Do not purge data logs
				Y Purge data logs
	Purge Beginning Date	No	You can optionally purge logged records for a range of activity dates. The beginning date determines the beginning of the range of records that you want to purge. The system purges the logged data created on or after this date.	DD-MMM-YYYY format

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Purge Ending Date	No	You can optionally purge logged records for a range of activity dates. The ending date determines the ending of the range of records that you want to purge. The system purges the logged data created on or before this date.	DD-MMM-YYYY format
	Sort Sequence	No	You can sort the report data with one of the following options	<div>1 Sort by Name and Activity date</div> <div>2 Sort by ID, Name, and Activity dt</div> <div>3 Sort by ID, Activity dt, and Name</div>

Audit Log Report Sample

26-MAY-2001 10:19:12		SunGard Higher Education Development					PAGE	
1		Audit Log Report					RORALOG	
AID YEAR: 0001 Aid Year 2000 - 2001								
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		03-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		22-JAN-2001 00:00:00		TO 03-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		22-JAN-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		22-JAN-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		05-MAY-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		05-MAY-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		03-MAY-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		22-JAN-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPRDATE_CUT_OFF_CHG_DATE		05-MAY-2001 00:00:00		TO 05-MAY-2001				

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT	
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y		
RPBLOPT_LENDER_ID				TO 888888				

26-MAY-2001 10:19:12
AID YEAR: 0001 Aid Year 2000 - 2001

SunGard Higher Education Development
Audit Log Report

RORALOG PAGE 2

ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y	
RPBLOPT_LENDER_ID				TO 888888			
		SUPPLEMENTARY DATA ELEMENT		VALUE			
		(continued)					
		RPBLOPT_MEMO_LOAN_AMT_IND		Y			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		05-MAY-1999	BSANTORO	Y	
RPRDATE_CUT_OFF_CHG_DATE		05-MAY-2001 00:00:00		TO 05-MAY-2001			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		05-MAY-2001	BSANTORO	Y	
RPBOPTS_DISB_ACT_ENROLL_IND		E		TO B			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		06-MAY-2001	BSANTORO	Y	
RPBOPTS_DEFAULT_OPTION_IND		1		TO 2			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		06-MAY-2001	BSANTORO	Y	
RPBOPTS_DEFAULT_OPTION_IND		2		TO 1			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		06-MAY-2001	BSANTORO	Y	
RPBLOPT_LENDER_ID				TO 888888			
		SUPPLEMENTARY DATA ELEMENT		VALUE			
		RPBLOPT_MEMO_LOAN_AMT_IND		Y			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		06-MAY-2001	BSANTORO	Y	
RPBLOPT_SAT_TREQ_IND		Y		TO N			
		SUPPLEMENTARY DATA ELEMENT		VALUE			
		RPBLOPT_LENDER_ID		888888			
ID	NAME	SOURCE	SEQ	ACTIVITY DATE	USER ID	EDE CORRECTION	EDE DATE SENT
DATA ELEMENT		FROM		06-MAY-2001	BSANTORO	Y	
RPBLOPT_LENDER_ID				TO 888888			

26-MAY-2000 10:19:12
AID YEAR: 0001 Aid Year 2000 - 2001

SunGard Higher Education Development
Audit Log Report

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RORALOG

* * * REPORT CONTROL INFORMATION * * *

RPTNAME.....: RORALOG
REPORT SEQUENCE NUMBER.....: 175358
USE AID YEAR TO RETRIEVE RECS.....: YES
AID YEAR.....: 0001
REPORT BEGIN ACTIVITY DATE.....: 01-JAN-2000
REPORT END ACTIVITY DATE.....: 26-MAY-2001
PURGE LOGGED RECORDS.....:
PURGE BEGIN ACTIVITY DATE.....:
PURGE END ACTIVITY DATE.....:
SORT OPTIONS CHOSEN.....: NAME & ACTIVITY DATE
LINE COUNT.....: 55
RECORD COUNT.....: 5753

Basic Applicant Report (RORAPLT)

Description The Basic Applicant Report produces a listing of applicant names, IDs, and application dates.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROAIDY)
	Sort Option (Name or ID)	Yes	You can sort the report data with one of the following options.	ID Name (default)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control form (GUAIDEN)

Basic Applicant Report Sample

31-MAY-2002 07:43 AM
AID YEAR: 0203
Award Year 2002-2003

SunGard Higher Education Development
Basic Applicant Report

PAGE 1
RORAPLT

APPLICANT NAME	ID	APPLICATION DATE
Case M1, 1st Test A.	181030001	03-AUG-2001
Case M2, 2nd Test B.	181030002	03-AUG-2001
Case M3, 3rd Test C.	181030003	03-AUG-2001
Case M4, 4th Test D.	181030004	03-AUG-2001
Case M5, 5th Test E.	181030005	03-AUG-2001
Case M4, 6th Test F.	181030006	03-AUG-2001
Case M5, 7th Test G.	181030007	03-AUG-2001
Case M6, 8th Test H.	181030008	03-AUG-2001
Case M7, 9th Test I.	181030009	03-AUG-2001
Case M10, 10th Test J.	181030010	03-AUG-2001
Magrone, Coronet	181030101	01-JAN-2002
Magrone, Trumpet	181030102	01-JAN-2002
Magrone, Trumbone	181030103	01-JAN-2002
Magrone, Frenchhorn	181030104	01-JAN-2002
Magrone, Clarinet	181030105	01-JAN-2002
Magrone, Warmgun	181030106	01-JAN-2002
Magrone, Motter	181030107	01-JAN-2002
Magrone, Joe	181030108	01-JAN-2002
Magrone, Ina Can	181030109	01-JAN-2002
Magrone, Ina Cannot	181030110	01-JAN-2002
Magrone, Melanie N.	181030501	22-JAN-2002
Magrone, Jodi L.	181030502	22-JAN-2002
Magrone, Brian A.	181030503	19-JAN-2002
Magrone, Daniel B.	181030504	26-JAN-2002
Magrone, Aaron C.	181030505	26-JAN-2002
Silvaint, Kevin Y.	181030506	25-JAN-2002
Magrone, Jenell M.	181030507	28-JAN-2002
Magrone, Christian R.	181030508	01-FEB-2002
Magrone, Neggy	181030509	01-FEB-2002
Magrone, Collin C.	181030510	01-FEB-2002
Magrone, Michael J.	181030511	03-FEB-2002
Magrone, Shannon M.	181030512	02-FEB-2002
Magrone, Jason M.	181030513	02-FEB-2002
Magrone, Caroline M.	181030514	03-FEB-2002
Magrone, Kyle D.	181030515	01-FEB-2002
Magrone, Nathaniel M.	181030516	03-FEB-2002
Magrone, Jyoti R.	181030517	03-FEB-2002
Magrone, William L.	181030518	02-FEB-2002
Magrone, Julie M.	181030519	02-FEB-2002
Magrone, Onkar	181030520	03-FEB-2002
Magrone, Anand R.	181030521	03-FEB-2002
Magrone, Peter N.	181030522	04-FEB-2002
Magrone, Ella A.	181030523	06-JAN-2002
Magrone, Lea C.	181030524	04-JAN-2002
Magrone, Michael	181030525	04-JAN-2002
Magrone, Chinaemerem B.	181030526	05-JAN-2002
Magrone, Kirsten	181030527	08-JAN-2002

31-MAY-2002 07:43 AM
AID YEAR: 0203
Award Year 2002-2003

SunGard Higher Education Development
Basic Applicant Report

RORAPLT PAGE 2

APPLICANT NAME	ID	APPLICATION DATE
Magrone, Virginia C.	181030528	07-JAN-2002
Magrone, Cenztina	181030529	29-APR-2002
Magrone, Kristen	181030541	27-MAY-2002
Magrone, Gina C.	181030542	27-MAY-2002
Magrone, Joliette N.	181030543	27-MAY-2002
Magrone, Toshana K.	181030544	27-MAY-2002
Magrone, Staley L.	181030545	27-MAY-2002
Magrone, Joytine R.	181030546	27-MAY-2002
Magrone, Willy L.	181030547	27-MAY-2002
Magrone, JuliAnn M.	181030548	27-MAY-2002
Magrone, Oskarem	181030549	27-MAY-2002
Magrone, Andora R.	181030550	27-MAY-2002

31-MAY-2002 07:43 AM
AID YEAR: 0203
Award Year 2002-2003

SunGard Higher Education Development
Basic Applicant Report

RORAPLT PAGE 3

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RORAPLT
VERSION#: (3.3)
REPORT SEQUENCE NUMBER: 789297
AID YEAR: 0203
SELECTION IDENTIFIER: 0203_APPS
APPLICATION CODE: FINAID
CREATOR ID: SMAGRONE
SORT OPTION: ID
LINE COUNT: 55

RECORD COUNT: 59

Applicant Purge Process (RORAPRG)



Warning

Since you cannot restore data that was subjected to the archiving and purging processes, SunGard Higher Education recommends that you restrict user access to this process and establish institutional guidelines for its use. ■

Description

The RORAPRG process enables you to purge applicant data for those who have not completed the financial aid process for an aid year. You may only run this process once the aid year has ended as determined by the aid year end date entered on ROAINST. The purge takes place provided the applicant does not have:

- an award record,
- a resource entered on the Resource Maintenance Form (RPAARSC) (Note that VA benefits loaded from the ISIR record as part of Dataload Part 3 are not included in the determination of whether applicant resources exist.),
- a loan record for the aid year, or
- an entry on the Student Registration Table (SFBETRM) for any term within their aid period.

Some requirements are required once (RTVTREQ_ONCE_IND = 'Y'). If a future required once requirement does not exist, a record will be inserted into the Applicants Saved Requirements (RORSREQ) Table. If the applicant should return, this record will be used to populate the new required once requirement.

If a hold exists for an applicant which is not associated with an aid year or a term, the hold will not be purged unless the hold is expired.

Satisfactory Academic Progress: The most recent term SAP status for an applicant will not be purged.

Audit Mode

You can run the process in audit mode. No data is purged for the applicant, but a report is generated that lists all applicants that could not have their data purged. You can also generate an optional report that lists all applicants that could have been purged.

Archive/Purge Logging Records Parameter Settings

You can archive or purge Data Log Activity Master Table (RORLOGM) and Data Log Activity Detail Table (RORLOGD) entries for the applicant based on a parameter.

- If you set the Archive/Purge Logging Records parameter to *A*, the logging entries are archived (moved to the Archive Data Log Activity Master Table (ROALOGM) and the Archive Data Log Activity Detail Table (ROALOGD)) and then deleted.
- If you set the Archive/Purge Logging Records parameter to *P*, the logging entries are deleted.
- If you set the Archive/Purge Logging Records parameter to *N*, no processing on the logging entries takes place. Logging records not associated with an aid year will not be deleted or archived. For example, if a hold has been logged without an aid year, the logging entries will remain even when the original hold will be purged.



Note

If logging records are Archived, it is necessary to export the ROALOGM and ROALOGD tables using Oracle's exp functionality to prevent the archived records from being lost the next time RORLOGA or RORAPRG is run. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Aid Year Code for which you want to purge applicant data.	Aid Year Inquiry (ROIADY)
	Audit Mode	Yes	In audit mode, no data is purged for the applicant, but a report is generated that lists all applicants that could not have their data purged. You can also use the Applicants Purged Report parameter to generate a report that lists all applicants that could have potentially been purged.	<i>Y</i> Yes, run in audit mode. <i>N</i> No, do not run in audit mode.
	Applicants Purged Report	Yes	Use this parameter to generate a report that lists all applicants that have been purged.	<i>Y</i> Yes, produce the Applicants Purged Report. <i>N</i> No, do not produce the Applicants Purged Report.
	Report Sort	Yes	This parameter determines the report sort order.	<i>I</i> Sort the report by ID. <i>N</i> Sort the report by student name.

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Archive/Purge Logging Records	Yes	You can archive or purge Data Log Activity Master Table (RORLOGM) and Data Log Activity Detail Table (RORLOGD) entries for the applicant based on this parameter.	<i>A</i> The logging entries are archived and then deleted. <i>P</i> The logging entries are deleted. <i>N</i> No processing on the logging entries takes place.
	Application ID	Yes	General area for which the selection ID was defined.	
	Selection ID	Yes	Code that identifies the population with which to work.	
	Creator ID	Yes	ID of the person who created the population rules.	
	User ID	Yes	ID of the person who used the population rules.	

Archive/Purge Applicant Process (RORARCH)



Warning

Since you cannot restore data that was subjected to the archiving and purging processes, SunGard Higher Education recommends that you restrict user access to this process and establish institutional guidelines for its use. ■

Description

The RORARCH process allows you to purge applicant data for an aid year where the record retention date, which is established by the institution, has passed. An option to archive summary, award, disbursement, and loan data in an XML document is provided. The data that has been archived is stored in the RORARCH table in XML format.



Note

If the applicant did not complete the financial aid process, you may wish to purge their information using the Applicant Purge Process (RORAPRG), rather than including them in the Archive/Purge Applicant Process. This is especially true if select the option to create the XML document. ■

A Perkins MPN can be valid for 10 years. If a future Perkins MPN does not exist and the current Perkins MPN is not expired, a record is inserted into the Applicants Saved Requirements (RORSREQ) Table. If the applicant should return and receive additional Perkins funds, this record will be used to populate the Perkins MPN Requirement.

Some requirements are required once (`RTVTREQ_ONCE_IND = 'Y'`). If a future required once requirement does not exist, a record will be inserted into the Applicants Saved Requirements (RORSREQ) Table. If the applicant should return, this record will be used to populate the new required once requirement.

If a hold exists for an applicant which is not associated with an aid year or a term, the hold will not be purged. A non-aid year hold which has expired will be purged.

Satisfactory Academic Progress: The most recent term SAP status for an applicant will not be purged.

Archive Document

- The selection criteria for awards is “all awards”.
- The selection criteria for award disbursements is all disbursements for the selected awards.
- The selection criteria for loans is “all active loans” (`RTVLNST_INACTIVE_IND = 'N' or null`).
- The selection criteria for loan disbursements is all disbursements for the selected loans.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Aid Year Code for which you want to archive applicant data.	Aid Year Inquiry (ROIADY)
	Create Archive Document	Yes	Determines whether you want to create an archive document. The data that has been archived is stored in the RORARCH table in XML format.	<i>Y</i> Yes, create the archive document. <i>N</i> No, do not create the archive document.
	Applicants Purged Report	Yes	Use this parameter to generate a report that lists all applicants that have been purged.	<i>Y</i> Yes, produce the Applicants Purged Report. <i>N</i> No, do not produce the Applicants Purged Report.
	Report Sort	Yes	This parameter determines the report sort order.	<i>I</i> Sort the report by ID. <i>N</i> Sort the report by student name.
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	ID of the person who created the population rules.	
	User ID	No	ID of the person who used the population rules.	

Batch Posting Process (RORBPST)

Description The purpose of the Batch Posting Process is to enable you to post the same data to all students who meet a common set of criteria. For example, you could post a tracking requirement for proof of citizenship status for all students who are permanent resident aliens. The use of batch posting can greatly reduce the number of budget or tracking groups that you need to define.

Use the generic population selection process to identify the students to receive batch posted data. The Batch Posting Process requires 3 steps.

1. Create a Population Selection ID to identify the subpopulation of students to receive the batch posted data. This is done on the Population Selection Definition Rules form (GLRSLCT). The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Batch Report Selection Extract Process (GLBDATA). Individual student IDs can be inserted into or deleted from the list of students generated by using the Extract Application form (GLAEXTR).
2. Identify the type of data to be posted, the codes to be posted, and the information showing where the IDs of the extracted students are being stored. This is done on the Batch Posting Rules form (RORPOST). The Batch Posting Type Indicator Validation form (RTVPTYP) is used as a List form for the posting type code, but you can't update any fields on this form. Multiple types of data can be set up to be posted during the same run of the process. For example, you can post tracking requirements, budget adjustments, and award amounts all in the same run of the program. The Use Indicator field tells the batch posting process which rules to execute during the next run of the program. You cannot set the order in which multiple batch posting rules are executed. Therefore, if batch posting of one type of data depends on the results of another type of batch posting, you should run each batch posting rule by itself. This way you can control the order in which they are processed.
3. Run the Batch Posting Process (RORBPST). The process uses the batch posting rules established on the RORPOST form. The only parameters for the process are Aid Year and Print Report (Y/N). The optional printed report shows a listing of students who received each type of batch posted data with comments about anything unusual.

With this process, you may post a lock to the any of the three group locks (tracking, budgeting, packaging). When any of these three lock fields is changed, the change is logged.

You can use the value in the RORPOST_ISIR_COMMENT_RJCT_CDE AND RORPOST_ISIR_COMMENT_RJCT_TYPE columns to add additional selection criteria in addition to the population selection defined.

Unless these two fields are populated, no change in processing occurs. However, if these two fields are populated, the batch posting process uses this data to add a conditional statement to the population selection associated with this record, and only performs the requested function if the defined comment code or reject code exists for this applicant on the current needs analysis record.

If an applicant in the population does not meet the additional comment code or reject code condition, then a message is posted to the report, stating: 'Record not updated. Not a match on ISIR comment or reject code.'

The process updates all instances of a tracking requirement when the **Satisfy All** indicator is set on RTVTREQ for that tracking requirement. This allows all instances of an entrance interview to be satisfied at one time, regardless of the fund code associated with it, within the same aid year.

When updating a tracking requirement where RTVTREQ_SATISFY_ALL_IND = Y, the form updates all tracking requirements that are the same (RRRAREQ_TREQ_CODE) regardless of any fund code that may exist on any of the records or the fund code may be null.

When a Batch Post Type of *VS* is updated, Banner uses the status code to determine whether to update the **Verification Complete** flag. If during processing, the **Verification Complete** flag is set to *Y* for yes, then the **User ID** and **Date** will also be updated and displayed on the Applicant Status form (ROASTAT) with the **Verification Complete** flag. If during processing, the **Verification Complete** flag is set to *N* for no, then null values will be updated to the **User ID** and **Date** for the **Verification Complete** flag on ROASTAT.



Note

Prior to the 2009-2010 aid year, ACG, SMART, and TEACH awards could not be calculated based on term load values. They were packaged by RPEPCKG and could be added and updated on the award forms just like any other fund.

Starting with the 2009-2010 aid year, the term awards can be calculated and disbursed based on a variety of award and disbursement load options from the RPROPTS form, similar to the way in which Pell awards have been calculated. In order to accomplish this, a new database package (RPK_GRANT_CALC) has been created, and will be used by the Packaging Process (RPEPCKG) in order to calculate ACG, SMART and TEACH awards. In addition, a new Grant Calculation Process (RPRGRNT) has been created and may be used to calculate these awards outside of the packaging process.

SunGard Higher Education strongly recommends that you use the RPEPCKG and RPRGRNT processes to calculate ACG, SMART and TEACH awards starting with the 2009-2010 aid year. Creating, updating, or rescheduling of these awards from the Award Maintenance windows of Award Maintenance (RPAAWRD), Package Maintenance (RPAAPMT), and Mass Offer (RPAMOFF) forms, or the creation or updating of these awards from the Batch Posting

(RORBPST) process will not be prevented; however, these forms and processes will bypass the new term load calculations and use the standard Default Award Schedule (RFRDEFA) rules and Fund Award Schedule (RFRASCH) rules without regard to term load values, and may give unexpected results. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Print Report (Y/N)	No	This parameter enables you to optionally print a listing of students who received each type of batch posted data.	<i>Y</i> Print report (default) <i>N</i> Do not print report

Batch Posting Process Sample

31-MAY-2002 08:39 AM
AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Batch Posting Process Report

PAGE 1
RORBPST

APPLICATION: FINAID
SELECTION ID: 0203 APPS
CREATOR ID: SMAGRONE
USER ID: SMAGRONE

POSTING TYPE: E Enrollment Status for Year
CODE TO POST: 1
AMOUNT TO POST:
STATUS OR TERM:
DATE TO POST:
MISC CODE:
CATEGORY:
ISIR TYPE:
ISIR VALUE:

STUDENT NAME	ID	RESULTS
Case M1, 1st Test A.	181030001	FM record does not exist; enrollment status not posted
Case M10, 10th Test J.	181030010	FM record does not exist; enrollment status not posted
Case M2, 2nd Test B.	181030002	FM record does not exist; enrollment status not posted
Case M3, 3rd Test C.	181030003	FM record does not exist; enrollment status not posted
Case M4, 4th Test D.	181030004	FM record does not exist; enrollment status not posted
Case M4, 6th Test F.	181030006	FM record does not exist; enrollment status not posted
Case M5, 5th Test E.	181030005	FM record does not exist; enrollment status not posted
Case M5, 7th Test G.	181030007	FM record does not exist; enrollment status not posted
Case M6, 8th Test H.	181030008	FM record does not exist; enrollment status not posted
Case M7, 9th Test I.	181030009	FM record does not exist; enrollment status not posted
Magrone, Aaron C.	181030505	Enrollment Status unchanged; not updated
Magrone, Anand R.	181030521	Enrollment Status unchanged; not updated
Magrone, Andora R.	181030550	Enrollment Status unchanged; not updated
Magrone, Andora R.	181030550	Enrollment Status unchanged; not updated
Magrone, Brian A.	181030503	Enrollment Status unchanged; not updated
Magrone, Caroline M.	181030514	Enrollment Status unchanged; not updated
Magrone, Cenizina	181030529	Enrollment Status unchanged; not updated
Magrone, Chinaemerem B.	181030526	Enrollment Status unchanged; not updated
Magrone, Christian R.	181030508	Enrollment Status unchanged; not updated
Magrone, Clarinet	181030105	Enrollment status posted
Magrone, Collin C.	181030510	Enrollment Status unchanged; not updated
Magrone, Coronet	181030101	Enrollment Status unchanged; not updated
Magrone, Daniel B.	181030504	Enrollment Status unchanged; not updated
Magrone, Ella A.	181030523	Enrollment Status unchanged; not updated
Magrone, Frenchhorn	181030104	Enrollment status posted

Magrone, Gina C.	181030542	Enrollment Status unchanged; not updated
Magrone, Gina C.	181030542	Enrollment Status unchanged; not updated
Magrone, Ina Can	181030109	Enrollment status posted
Magrone, Ina Cannot	181030110	Enrollment status posted
Magrone, Jason M.	181030513	Enrollment Status unchanged; not updated
Magrone, Jeneil M.	181030507	Enrollment Status unchanged; not updated
Magrone, Jodi L.	181030502	Enrollment Status unchanged; not updated
Magrone, Joe	181030108	Enrollment status posted
Magrone, Joliette N.	181030543	Enrollment Status unchanged; not updated
Magrone, Joliette N.	181030543	Enrollment Status unchanged; not updated
Magrone, Joytine R.	181030546	Enrollment Status unchanged; not updated
Magrone, Joytine R.	181030546	Enrollment Status unchanged; not updated
Magrone, JuliAnn M.	181030548	Enrollment Status unchanged; not updated
Magrone, JuliAnn M.	181030548	Enrollment Status unchanged; not updated
Magrone, Julie M.	181030519	Enrollment Status unchanged; not updated
Magrone, Jyoti R.	181030517	Enrollment Status unchanged; not updated
Magrone, Kirsten	181030527	Enrollment Status unchanged; not updated
Magrone, Kristen	181030541	Enrollment Status unchanged; not updated

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PAGE

2

AID YEAR: 0203 Award Year 2002-2003

Batch Posting Process Report

RORBPST

APPLICATION: FINAID
SELECTION ID: 0203_APPS
CREATOR ID: SMAGRONE
USER ID: SMAGRONE

POSTING TYPE: E Enrollment Status for Year
CODE TO POST: 1
AMOUNT TO POST:
STATUS OR TERM:
DATE TO POST:
MISC CODE:
CATEGORY:
ISIR TYPE:
ISIR VALUE:
ID

STUDENT NAME

RESULTS

Magrone, Kristen	181030541	Enrollment Status unchanged; not updated
Magrone, Kyle D.	181030515	Enrollment Status unchanged; not updated
Magrone, Lea C.	181030524	Enrollment Status unchanged; not updated
Magrone, Melanie N.	181030501	Enrollment Status unchanged; not updated
Magrone, Michael	181030525	Enrollment Status unchanged; not updated
Magrone, Michael J.	181030511	Enrollment Status unchanged; not updated
Magrone, Motter	181030107	Enrollment status posted
Magrone, Nathaniel M.	181030516	Enrollment Status unchanged; not updated
Magrone, Neggy	181030509	Enrollment Status unchanged; not updated
Magrone, Onkar	181030520	Enrollment Status unchanged; not updated
Magrone, Oskarem	181030549	Enrollment Status unchanged; not updated
Magrone, Oskarem	181030549	Enrollment Status unchanged; not updated
Magrone, Peter N.	181030522	Enrollment Status unchanged; not updated
Magrone, Shannon M.	181030512	Enrollment Status unchanged; not updated
Magrone, Staley L.	181030545	Enrollment Status unchanged; not updated
Magrone, Staley L.	181030545	Enrollment Status unchanged; not updated
Magrone, Toshana K.	181030544	Enrollment status posted
Magrone, Toshana K.	181030544	Enrollment Status unchanged; not updated
Magrone, Trumbone	181030103	Enrollment Status unchanged; not updated
Magrone, Trumpet	181030102	Enrollment Status unchanged; not updated
Magrone, Virginia C.	181030528	Enrollment Status unchanged; not updated
Magrone, Warmgun	181030106	Enrollment status posted
Magrone, William L.	181030518	Enrollment Status unchanged; not updated
Magrone, Willy L.	181030547	Enrollment Status unchanged; not updated
Magrone, Willy L.	181030547	Enrollment Status unchanged; not updated
Silvaint, Kevin Y.	181030506	Enrollment Status unchanged; not updated

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AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Batch Posting Process Report

PAGE 3
RORBPST

APPLICATION: FINAID
SELECTION ID: DEBS_LOAN
CREATOR ID: DANDREAS
USER ID: DANDREAS

POSTING TYPE: VS Verification Status
CODE TO POST: W
AMOUNT TO POST:
STATUS OR TERM:
DATE TO POST:
MISC CODE:
CATEGORY:
ISIR TYPE:
ISIR VALUE:

STUDENT NAME	ID	RESULTS
Andreas, Loan 9000	165009000	Verification Status unchanged; not updated
Andreas, Loan 9001	165009001	Verification Status unchanged; not updated
Andreas, Loan 9002	165009002	Verification Status unchanged; not updated
Andreas, Loan 9003	165009003	Verification Status unchanged; not updated
Andreas, Loan 9004	165009004	Verification Status unchanged; not updated
Andreas, Loan 9005	165009005	Verification Status unchanged; not updated
Andreas, Loan 9006	165009006	Verification Status unchanged; not updated
Andreas, Loan 9007	165009007	Verification Status unchanged; not updated

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SunGard Higher Education Development
Batch Posting Process Report

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RORBPST

APPLICATION: FINAID
SELECTION ID: MANUAL
CREATOR ID: TZIZOS
USER ID: TZIZOS

POSTING TYPE: VS Verification Status
CODE TO POST: V
AMOUNT TO POST:
STATUS OR TERM:
DATE TO POST:
MISC CODE:
CATEGORY: VERIF_STAT
ISIR TYPE:
ISIR VALUE:

STUDENT NAME	ID	RESULTS
Silvaint, Kevin Y.	181030506	Verification Status unchanged; not updated

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AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Batch Posting Process Report

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RORBPST

APPLICATION: FINAID
SELECTION ID: SAM_V
CREATOR ID: SMAGRONE
USER ID: SMAGRONE

POSTING TYPE: VS Verification Status
CODE TO POST: V
AMOUNT TO POST:
STATUS OR TERM:
DATE TO POST:
MISC CODE:
CATEGORY:
ISIR TYPE:
ISIR VALUE:

STUDENT NAME	ID	RESULTS
Magrone, Ella A.	181030523	Verification Status unchanged; not updated
Magrone, Lea C.	181030524	Verification Status unchanged; not updated
Magrone, Michael	181030525	Verification Status unchanged; not updated

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AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Batch Posting Process Report

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RORBPST

APPLICATION: FINAID
SELECTION ID: SAM_W
CREATOR ID: SMAGRONE
USER ID: SMAGRONE

POSTING TYPE: VS Verification Status
CODE TO POST: W
AMOUNT TO POST:
STATUS OR TERM:
DATE TO POST:
MISC CODE:
CATEGORY:
ISIR TYPE:
ISIR VALUE:

STUDENT NAME	ID	RESULTS
Magrone, Chinaemerem B.	181030526	Verification Status unchanged; not updated
Magrone, Kirsten	181030527	Verification Status unchanged; not updated
Magrone, Virginia C.	181030528	Verification Status unchanged; not updated

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AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Batch Posting Process Report

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RORBPST

* * * REPORT CONTROL INFORMATION * * *

REPORT SEQUENCE NUMBER: 789303
RPTNAME: RORBPST
VERSION #: (5.5)
USER ID: SMAGRONE
AID YEAR: 0203
LINES PER PAGE: 55

RECORD COUNT: 84

Calculated Values Process (RORCALC)

Description The Calculated Values Process calculates an applicant's IM and FM values for Gross Need and Unmet Need. The process stores the following values in the student's RORSTAT record.

- RORSTAT_UNMET_NEED
- RORSTAT_TFC
- RORSTAT_RESOURCE_AMT
- RORSTAT_RESOURCE_ACT_DATE
- RORSTAT_IM_GRS_NEED
- RORSTAT_IM_UNMET_NEED
- RORSTAT_IM_TFC

It also enables you to optionally print the results on the Calculated Values Report.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Print Report	No	This parameter enables you to optionally print the Calculated Values Report.	<i>F</i> Print FM Overawards Only <i>I</i> Print IM Overawards Only <i>N</i> Do Not Print Report (default) <i>O</i> Print ALL Overawards <i>Y</i> Print All Selected Students
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Sort Order	No	The following sort options are available for this report.	<i>N</i> Name (default) <i>I</i> ID
	User ID	No	The ID of the person using the sub-population base.	

Calculated Values Process Sample

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SunGard Higher Education Development

PAGE

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AID YEAR: 0001 Aid Year 2000 - 2001

Calculated Values Report

RORCALC

STUDENT NAME	ID	FM GROSS NEED	FM UNMET NEED	FM EFC	IM GROSS NEED	IM UNMET NEED	IM EFC
Abba, Lucy	212580001	15,450.00	8,875.00	.00			
Abcde, Craig P.	236010009	.00	.00	.00			
Abell, Heather	058643000	.00	.00	24,999.00			
Abell, Heather L.	058643000	.00	.00	24,999.00			
Abraham, Daniel	@00000653	.00	.00	.00			
Abraham, John	@00000654	.00	.00	.00			
Adams, Natalie	236010027	.00	.00	102,595.00			
Agosto, Anne S.	@00000054	.00	.00	166,798.00			
Arnold, James B..	911111115	24,252.00	13,252.00	.00			
B.Dot, A.'-	236010099	.00	.00	10,831.00			
Baldwin, Steven B.	234567891	.00	.00	.00			
Baraka, Amiri L.	069987246	.00	.00	99,999.00			
Barnet, Harold L.	601000051	10,172.00	10,172.00	9,228.00			
Barney, Rubble A.	236010019	.00	.00	57,256.00			
Bayler, Ross M.	076289824	.00	.00	2,080.00			
Bennett, Toni	@00000918	16,287.00	16,287.00	1,413.00			
Bennett, Virginia	161335820	16,287.00	16,287.00	1,413.00			
Blake, Ian Russell.	181489814	.00	.00	17,692.00			
Blake, John	999555111	19,189.00	13,564.00	.00			
Bogart, Humphrey W.	236010011	.00	.00	16,524.00			
Camp, James	902109021	.00	-12,000.00	5,794.00			
Caruso, Janet	902109026	.00	-14,009.00	1,066.00			
Clinton, Albert H.	345678910	19,400.00	19,400.00	.00			
Cloth, A Terry.	610578709	.00	.00	20,904.00			
Cohen, Michele W.	236010017	.00	.00	.00			
Conway, Paul	902109028	.00	-10,275.00	2,315.00			
D'Alessio, Lina	236010005	.00	.00	17,579.00			
Davis, William Arthur.	911111111	14,015.00	1,150.00	1,435.00			
DeCina, Robert	058643011	.00	-2,742.00	1,218.00			
Demarco, Bernadete C.	456989101	19,767.00	19,767.00	1,133.00			
Desmond, Michael	902109025	.00	-12,605.00	1,770.00			
Douglas, Maria S.	236010013	15,752.00	15,722.05	.00			
Dunn, Charles D.	690113400	16,511.00	16,511.00	1,189.00			
Dunn, Charles T.	@00000921	16,511.00	16,511.00	1,189.00			
Edwards, Anthony	817190909	.00	.00	10,831.00			
Farber, Joan	@00000922	20,038.00	20,038.00	862.00			
Farber, Joan E.	678910111	20,038.00	20,038.00	862.00			
Flite, Cloud T.	236010046	.00	.00	.00			
Fly You Way, Ana T.	236010015	.00	.00	99,999.00			
Four, Lucy	212580004	16,034.00	13,475.00	1,416.00			
Francis, Marty	236010028	.00	.00	3,438.00			
Fred, Jim	056640002	.00	.00	45,373.00			
Freely, Evan P..	332664167	.00	.00	.00			
Fudd, Elmer W.	236010014	.00	.00	.00			
Galella, Brandy	058643111	.00	.00	.00			

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SunGard Higher Education Development

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AID YEAR: 0001 Aid Year 2000 - 2001

Calculated Values Report

RORCALC

STUDENT NAME	ID	FM GROSS NEED	FM UNMET NEED	FM EFC	IM GROSS NEED	IM UNMET NEED	IM EFC
Ganesh, Shanmuganathan	GA	15,450.00	4,325.00	.00			
Gardner, Jessica	911111116	10,672.00	3,547.00	10,228.00			
Garling, Harriet T.	@00000893	.00	.00	19,903.00			
Garling, Howard T.	@00000923	.00	.00	19,903.00			
Harris, David	236010026	29,371.99	15,771.99	627.00			
Hendley, Jason Ronald.	911111113	15,603.00	5,478.00	2,097.00			
Hunt, Heather	902109020	.00	-14,250.00	.00			
Hunt, Natalie	902109024	.00	-13,832.00	1,143.00			
Iffin, Muffin	236010021	.00	.00	.00			
Ionelli, Marsha	@00000894	17,700.00	17,700.00	.00			
Jackson, Candy E.	076229870	.00	.00	20,904.00			
Jacob, O' Brien	911111117	.00	-15,625.00	.00			
Johnson, Elizabeth	@00000895	.00	.00	19,275.00			
Johnson, Judith Janine.	610009607	.00	.00	3,170.00			
Johnson, Judy J.	601000010	.00	.00	23,005.00			
Jones, Robin	902109022	.00	-14,125.00	.00			
Juarez, Alphonso J.	@00000896	19,400.00	19,400.00	.00			
Kaplan, Andrea	236010024	.00	.00	99,999.00			
Kleenex, Tissue A.	236010023	.00	.00	.00			
Laforge, Andrew M.	129345382	13,000.00	13,000.00	2,450.00			
Laughlin, Michael	@00000899	1,864.00	1,864.00	15,836.00			
Lighting, Addison T.	236010010	16,752.00	16,722.05	.00			
Lopez, Lisa K.	327684165	.00	.00	3,106.00			
Lothrop, Woodward E.	236010008	.00	.00	.00			
Louis, Darren	236010040	.00	-29.95				
Lu, Mary H.	@00000884	.00	.00	556.00			
Lucy, Eight	212580008	6,800.00	5,678.00	.00			
Lucy, Nine	212580009	6,500.00	5,764.00	.00			
Luu, Jane T.	@00000880	.00	.00	753.00			
Marino, Daniel	058643004	.00	-4,000.00	24,999.00			
Masi, Ronald N.	@00000900	19,400.00	19,400.00	.00			
Masi, Roni N.	@00000930	19,400.00	19,400.00	.00			
McBride, Jessica	236010030	21,752.00	21,722.05	.00			
McCleary, One O.	172420001	.00	.00	62,136.00			
Mighty, Isis M.	236010029	.00	.00	.00			
Mitchell, Charles J.	@00000931	17,215.00	17,215.00	2,185.00			
Muehlhof, 24 M.	162440024	.00	.00	.00			
Munster, Constance	333222111	12,037.00	12,037.00	7,042.00			
Nelson, Cameron R.	031289426	.00	.00	49,946.00			
Newengland, Patriots K.	236010037	.00	.00	99,999.00			
O'Toole, John J.	002472030	.00	.00	1,350.00			
Oakridge, William W.	236010016	.00	.00	99,999.00			
Parker, Tom Charles.	123456789	.00	.00	70,952.00			
Pedds, Theodore	236010047	.00	.00	2,052.00			
Pennypacker, Melissa	902109027	.00	-10,525.00	2,790.00			
Peters, Nicholas	214281728	.00	.00	33,161.00			
Phatak, Nikhil	NIKHIL	.00	.00				

Financial Aid E-mail Process(ROREMAL)

Description This process provides you with the ability to send a mass mailing as an e-mail letter using a population selection. You can run the process in audit mode, which will print the e-mail letter for all recipients with an e-mail address selected in the log file. When the process is run in Update mode, the e-mails will be generated and RUAMAIL will be updated to insert the letter code defined with an Originator of E-Initiated by E-mail process.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Valid Aid Year Code	LOV: ROIAIDY
	E-mail Letter Code	Yes	Letter Code defined for E-Mail letter	LOV: RORELTF form
	E-mail Address Type Preference	No	<p>The ROREMAL process uses the first active e-mail address by following this series of steps:</p> <ul style="list-style-type: none"> • If the e-mail address specified for this parameter is active, the process uses this e-mail address. (This step always fails if this optional parameter is blank.) • If an e-mail address is not found, the process selects the preferred e-mail address as indicated on GOAEMAL. • If a preferred e-mail address is not found, the process selects the first active e-mail on GOAEMAL. <p>If all 3 above conditions fail, the following error message displays on the report: <i>No Email Address Match, Memo Not Sent.</i></p>	E-Mail Address Type prefixed by a numeric priority value. Example: 1FAEM, 2INST, 3YAHOO
	Student ID	No	ID of Student when running this process for a single ID	
	Application ID	No	General area for which the selection was defined.	LOV: GLIAPPL
	Selection ID	No	Code that identifies the sub-population to work with.	LOV: GLISLCT

Parameters <i>(cont)</i>				
	Name	Required?	Description	Values
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	
	Audit/Update Mode	Yes	Code to identify whether to run test (audit), or send e-mail.	A – Print to log U – Send e-mail
	Email Subject Text	No	Subject text for the e-mail	
	FROM Email Address	Yes	Address to show as FROM	
	Email Sender's Name	No	Name to be sent to personalize the e-mail FROM address	
	Mail Host	Yes	Mail host from which the e-mail will be sent	
	Mail Host Port Number	Yes	Mail host port number from which the e-mail will be sent	
	Content/Type	Yes	Content/type for the e-mail header. Example: text/plain	
	Extra Line Feed	Yes	Force extra line feed after each new line.	<i>Y</i> Yes <i>N</i> No (default)
	Use only defined email types	Yes	Send to only email types defined.	<i>Y</i> Yes <i>N</i> No (default)



FISAP Report (RORFS09)

Description The FISAP (Fiscal Operations Report and Application to Participate) is the means through which a participating institution applies for funds for the Federal Perkins Loan, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs. An institution must submit an electronic FISAP by a predetermined date in order to qualify for allocations of federal campus-based program funds. Participating institutions also account for expenditure of federal campus-based program funds for the award year through the FISAP. The Banner FISAP report prints this required FISAP information in the standard format.



Note

The FISAP refers to the report which includes Fiscal Accounting of Campus Based funds spent during an award year. ■

To be included on the FISAP, a student must have on file with the institution all information needed to perform a need analysis based on the information required in Part F of the HEA of 1965, as amended. When certain critical pieces of need analysis data are missing, the need analysis formula rejects the application and reports the reject codes that were encountered. Therefore, the presence of reject codes indicates that the student does not have all the information needed to perform a need analysis calculation. The Banner FISAP excludes students from the FISAP if any of the student's contributions (that is, Student Contribution, Parent Contribution, or TFC) are flagged as Estimated on the Results form (RNARSxx). Estimated contributions are a result of the need analysis formula encountering reject conditions and therefore makes the student ineligible for Title IV funds and should not be counted on the FISAP.

The FISAP report includes a student if their Total Family Contribution (RCRAPP4_C_INST_1_TOT_FAM_CTRB) is not blank. This field is populated with a not null value if the record is loaded from a CSS or ACT tape, an AFSA or EDE tape if no reject conditions exist, and by any INAS calculation performed locally. Therefore, a blank value in this field means that the institution does not have all the information necessary to perform a need analysis calculation.

FISAP reporting within Banner is separated into two steps.

1. Select all eligible students, calculate the data necessary to properly place the student on the grid, and store this data in a temporary FISAP table.

When this step is run, a file called the FISAP Record Creation Log (RORFSxx.log) is created. It lists students who were selected by the program's main select routine but eliminated later in the process. It may help explain why some students were not included on the report that you thought should have been included. Since some students may be eliminated by the main select, this listing is not all inclusive. A Control Summary is also part of this file. That lists the parameters used when this step was run and shows the number of students inserted into the FISAP table.

2. Calculate the number of students for each cell on the grid and print the report in the proper year-specific format. Step 2 uses the data in the FISAP table. The entries in the table are not deleted after you perform this step.

You can run steps 1 and 2 separately, or you can combine both steps into a single run of the program. You can use the FISAP Person Maintenance form (ROAFSAP) to display and update individual student data in the table. You can also use this form to insert or delete student records from the FISAP table.

The FISAP report is a report of federal expenditures made by institutions between July 1 and June 30 of the particular award year. College work-study employment for summer terms crosses over this border. Some of the wages are earned before and some are earned after July 1. Because of this breakdown, some students may have been paid in an aid year for which the student didn't actually apply for student aid. Banner would not select these students for inclusion on the FISAP because the student does not have appropriate records in the Student or Financial Aid systems. In other cases, payment data needs to be corrected because of adjustments made to the student's AR records outside of Banner Financial Aid. Both of these circumstances can now be handled by the new FISAP. You can now insert these students into the FISAP table and let Banner do the rest.

Warning

The FISAP Report depends on the student's dependency status and income being reported in Banner. If you have created student records by just entering the student's EFC on the Results form (RNARSxx) so that the student could be packaged, then Banner doesn't have sufficient data in order to accurately place or count the student in the two income grids. As a minimum you must enter the student's income (both taxable and non-taxable), parents' income (both taxable and non-taxable) and the student's dependency status. (Dependency statuses can be directly entered on the Applicant Override form (RNAOVxx) without running an INAS calculation).



Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Create/Print or Both	Yes	<p>This parameter determines if you want to generate the student data that is necessary for the production of the FISAP Report.</p> <p>The Create function will delete and replace any current data that exists in the FISAP table.</p> <p>Note: Before being able to print any data, records must have been created either through the RORFSxx process and/or manually. Once data is created by the RORFSxx process, it is possible to go directly to the FISAP Person Maintenance (ROAFSAP) and edit that data directly if any changes are needed. However, it is important to remember that if you run the RORFSxx process again, all manual changes will be deleted and will have to be re-entered.</p>	<p><i>B</i> Create and Print (default)</p> <p><i>C</i> Create</p> <p><i>CD</i> Create and Print Detail</p> <p><i>CS</i> Create and Print Summary</p> <p><i>D</i> Print Detail</p> <p><i>P</i> Print Both</p> <p><i>S</i> Print Summary</p>
	FPERK Paid or Offered Amount.	No	Print FPERK Paid/Offered award amount.	<p><i>O</i> FPERK FISAP data based on Offered amount</p> <p><i>P</i> FPERK FISAP data based on Paid amount (default)</p>
	FFSEOG Paid or Offered Amt.	No	Print FSEOG Paid/Offered award amount.	<p><i>O</i> FSEOG FISAP data based on Offered amount</p> <p><i>P</i> FSEOG FISAP data based on Paid amount (default)</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	FWS Paid or Offered Amount	No	Print FWS Paid/Offered award amount.	<i>O</i> FWS FISAP data based on Offered amount <i>P</i> FWS FISAP data based on Paid amount (default)
	Billing or Adjusted Hours	No	Billing or Adjusted hours to be used for enrollment status.	<i>A</i> Enrollment based on Adjusted Hours (default) <i>B</i> Enrollment based on Billing Hours
	Sort by Last Name/ FISAP Inc.	No	Sort by the Last Name or the total FISAP Income.	<i>I</i> Sort by total FISAP Income <i>N</i> Sort by Last Name (default)
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	ID of the person who created the population rules.	
	User ID	No	ID of the person who used the population rules.	
	Undergraduate Level Codes 1-19	No	<p>Required to select undergraduate students for the level code. You can specify as many as 19 Undergraduate Level codes and 19 Graduate Level codes and define the full-time load for each of these codes when you run the RORFSxx Process.</p> <p>Although these parameter choices are optional, you must define at least one Undergraduate or Graduate Level code and its corresponding FT Load in order to generate the proper output.</p>	These parameters are listed as optional in recognition of the fact that a school might only have an undergraduate or graduate course of study — but not both.
	FT Load for UG Codes 1-19	No	Full-time load for Undergraduate Codes 1-19.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Graduate Level Codes 1-19 1	No	Required to select graduate students with this level code. You can specify as many as 19 Undergraduate Level codes and 19 Graduate Level codes and define the full-time load for each of these codes when you run the RORFSxx Process. Although these parameter choices are optional, you must define at least one Undergraduate or Graduate Level code and its corresponding FT Load in order to generate the proper output.	These parameters are listed as optional in recognition of the fact that a school might only have an undergraduate or graduate course of study — but not both.
	FT Load for Grad Codes 1-19	No	Full-time load for Graduate Codes 1-19.	

RORFS09_yyyy.lis File

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BANNER University
FISAP REPORT

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Name	ID	FISAP INCOME	AUTO O EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Ede05165, XXXXXXXXX A.	208000175	13000	N	D	UWO	Y		
Ede05166, XXXXXXXXX A.	208000166	4000	N	D	UWO	Y		
Ede05166, XXXXXXXXX A.	208000176	10000	N	D	UWO	Y		
Ede05167, XXXXXXXXX A.	208000167	16000	N	D	UWO	N		
Ede05167, XXXXXXXXX A.	208000177	19000	N	D	UWO	Y		
Ede05168, XXXXXXXXX A.	208000168	37000	N	D	UWO	Y		
Ede05168, XXXXXXXXX A.	208000178	49000	N	D	UWO	Y		
Ede05169, XXXXXXXXX A.	208000169	55000	N	D	UWO	Y		
Ede05169, XXXXXXXXX A.	208000179	15001	Y	D	UW	N	FWS	1500.00
FISAPTEST, DEP1 O.	236222221	16000	N	D	UWO	Y	FPERK FSEOG FWS	500.00 500.00 1000.00
FISAPTEST, DEP2 T.	236222222	10800	Y	D	UWO	Y	FPERK FSEOG FWS	500.00 1000.00 1000.00
FISAPTEST, DEP3 T.	236222223	20000	Y	D	UWO	N	FPERK FSEOG FWS	500.00 750.00 1000.00
FISAPTEST, DEP4 F.	236222224	25000	N	D	UWO	Y	FPERK FSEOG FWS	500.00 1000.00 1000.00
FISAPTEST, DEP5 F.	236222225	35000	N	D	UWO	Y	FPERK FSEOG FWS	500.00 1000.00 1000.00

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BANNER University
FISAP REPORT

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Name	ID	FISAP INCOME	AUTO O EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
FISAPTest, DEP6 S.	236222226	43000	N	D	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00
FISAPTest, Grad01 G.	236222241	16000	N	I	G	N		
FISAPTest, Grad03 G.	236222243	12000	N	I	G	Y		
FISAPTest, Grad04 G.	236222244	10000	N	I	G	Y		
FISAPTest, Grad05 G.	236222245	8000	N	I	G	Y		
FISAPTest, Grad06 G.	236222246	6000	N	I	G	Y		
FISAPTest, Grad07 G.	236222247	5000	N	I	G	Y		
FISAPTest, Grad08 G.	236222248	4000	N	I	G	Y		
FISAPTest, Grad09 G.	236222249	3000	N	I	G	N		
FISAPTest, Grad10 G.	236222250	2000	N	I	G	N		
FISAPTest, Grad11 G.	236222251	1000	N	I	G	Y		
FISAPTest, Grad12 G.	236222252	500	N	I	G	Y		
FISAPTest, Ind01 O.	236222231	1800	N	I	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00
FISAPTest, Ind02 T.	236222232	2500	Y	I	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00

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BANNER University
FISAP REPORT

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RORFS05

Name	ID	FISAP INCOME	AUTO O EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
FISAPTest, Ind03 T.	236222233	4500	N	I	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00
FISAPTest, Ind06 S.	236222236	50000	N	I	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00
FISAPTest, Ind07 S.	236222237	72000	N	D	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00
FISAPTest, Ind08 E.	236222238	17000	N	I	UWO	Y	FPERK FSEOG FWS	1000.00 1000.00 1000.00
FISAPTest, Ind09 N.	236222239	20000	N	I	G	Y	FPERK FWS	1000.00 1000.00
TESTFisap, Grad02 G.	236222242	14000	N	I	G	N		
Testc, Andrew A.	200405101	3000	N	I	UWO	Y	FWS	1500.00
Testc, Brent P.	200405102	14500	N	I	UWO	N	FWS	1500.00
Testc, Catalina	200405129	2700	N	D	UW	Y		
Testc, Christopher I.	200405103	2100	N	I	UWO	N	FWS	1500.00
Testc, David M.	200405104	900	N	I	UWO	N	FWS	1500.00
Testc, Dennis	200405130	15001	N	I	UW	Y	FSEOG FWS	600.00 1500.00
Testc, Efram	200405131	1000	N	I	UW	N		
Testc, Eleanora M.	200405105	6000	N	D	UWO	N		

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BANNER University
FISAP REPORT

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RORFS05

Name	ID	FISAP INCOME	AUTO O EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Testc, Frank	200405132	500	N	I	UW	Y	FWS	1500.00
Testc, Frida C.	200405106	10999	N	D	UW	Y	FWS	1500.00
Testc, Glenda	200405133	2000	N	I	UW	Y		
Testc, Howard	200405134	3000	N	I	UW	Y	FWS	1500.00
Testc, Isabella	200405135	4000	N	I	UW	Y		
Testc, Jordan	200405136	5000	N	I	UW	Y		
Testc, Kimberly	200405137	6000	N	I	UW	Y		
Testc, Lydia	200405138	8000	N	I	UW	Y		
Testc, Martin	200405139	10000	N	I	UW	Y		
Testc, Norman	200405140	12000	N	I	UW	Y		
Testc, Orson	200405141	14000	N	I	UW	Y		
Testc, Patricia	200405142	16000	N	I	UW	Y		
Testc, Quentin	200405143	18000	N	I	UW	Y	FSEOG FWS	600.00 750.19
Testc, Rosalind	200405144	50001	N	I	UW	Y		
Testc, Stanley	200405145	18000	N	I	G	Y		

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BANNER University
FISAP REPORT

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RORFS05

PART II, SECTION F: INFORMATION ON ELIGIBLE AID APPLICANTS FOR THE AWARD YEAR (2004-2005 Financial Aid Year)

	<-----DEPENDENT----->		<-----INDEPENDENT----->		
	UG Without 1st Degree	UG With 1st Degree	UG Without 1st Degree	UG With 1st Degree	Graduate/ Professional
Students With Auto Zero EFC	2	1	1	0	0
Taxable & Non- Taxable Income					
\$ 0 - \$ 2,999	0	1	1	1	1
3,000 - 5,999	1	0	1	1	1
6,000 - 8,999	1	0	1	1	1
9,000 - 11,999	1	1	1	1	1
12,000 - 14,999	1	0	1	1	1
15,000 - 17,999	2	0	0	1	1
18,000 - 23,999	1	0	0	1	1
24,000 - 29,999	1	0	0	1	1
30,000 - 35,999	1	0	1	1	1
36,000 - 41,999	1	0	1	1	1
42,000 - 47,999	1	0	1	2	1
48,000 - 53,999	1	0	1	1	1
54,000 - 59,999	1	0	0	1	1
60,000 & Over	1	0	1	1	1
Total	16	3	11	15	14

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BANNER University
FISAP REPORT

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RORFS05

PART VI, SECTION A: DISTRIBUTION OF PROGRAM RECIPIENTS AND EXPENDITURES BY TYPE OF STUDENT (2004-2005 Financial Aid Year)

Tax & Untax Inc Category/Stud Type	<--Fed. Perk Loan--> Recipients Funds	<-----FSEOG-----> Recipients Funds	<-----FWS-----> Recipients Funds	Summary Recipients
Ungrad. Dependent				
\$ 0 - \$ 5,999	0 0	0 0	0 0	0
6,000 - 11,999	1 500	1 1000	2 2500	2
12,000 - 23,999	2 1000	2 1250	3 3500	3
24,000 - 29,999	1 500	1 1000	1 1000	1
30,000 - 41,999	1 500	1 1000	1 1000	1
42,000 - 59,999	1 1000	1 1000	1 1000	1
60,000 & Over	1 1000	1 1000	1 1000	1
Ungrad. Independent				
\$ 0 - \$1,999	1 1000	1 1000	3 4000	3
2,000 - 3,999	1 1000	1 1000	4 5500	4
4,000 - 7,999	1 1000	1 1000	1 1000	1
8,000 - 11,999	1 1000	1 1000	1 1000	1
12,000 - 15,999	1 1000	2 1600	3 4000	3
16,000 - 19,999	1 1000	2 1600	2 1750	2
20,000 & Over	1 1000	1 1000	1 1000	1
Graduate/Professional	1 1000	-NA- -NA-	1 1000	1
T O T A L	15 12500	16 14450	25 29250	25
Total Less than Full time	1 500	1 750	5 7000	5
Total Automatic Zero EFC	3 2000	3 2750	4 4500	4

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BANNER University
FISAP REPORT

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RORFS05

ADDENDUM I. PART-TIME STUDENT DETAIL

Name	ID	FISAP INCOME	AUTO O EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Ede05167, XXXXXXXXX A.	208000167	16000	N	D	UWO	N		
Ede05169, XXXXXXXXX A.	208000179	15001	Y	D	UW	N	FWS	1500.00
FISAPTEST, DEP3 T.	236222223	20000	Y	D	UWO	N	FPERK FSEOG FWS	500.00 750.00 1000.00
FISAPTest, Grad01 G.	236222241	16000	N	I	G	N		
FISAPTest, Grad09 G.	236222249	3000	N	I	G	N		
FISAPTest, Grad10 G.	236222250	2000	N	I	G	N		
TESTFisap, Grad02 G.	236222242	14000	N	I	G	N		
Testc, Brent P.	200405102	14500	N	I	UWO	N	FWS	1500.00
Testc, Christopher I.	200405103	2100	N	I	UWO	N	FWS	1500.00
Testc, David M.	200405104	900	N	I	UWO	N	FWS	1500.00
Testc, Efram	200405131	1000	N	I	UW	N		
Testc, Eleanora M.	200405105	6000	N	D	UWO	N		

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BANNER University
FISAP REPORT

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RORFS05

CONTROL SUMMARY

Program Name.....:RORFS05(7.2.1)
One up Number.....:52070
Aid Year Code.....:0405
Create/Print Summary/Detail/Both.....:B
FPERK Paid or Offered Amount.....:P
FSEOG Paid or Offered Amount.....:P
FWS Paid or Offered Amount.....:0
Billing or Adjusted Hours.....:A
Sort Order selected.....:N
Application Code.....:FINAID
Selection ID.....:TEST3
Creator ID.....:WWOMACK
User ID.....:WWOMACK
Undergraduate Level Code 1.....:UG
FT Load for UG Code 1.....:12
Graduate Level Code 1.....:GR
FT Load for Grad Code 1.....:9
Number of lines per page.....:55

Log file name .../export/home/wwomack/jobsub/rorfs05_52070.lis
Student Records Selected.....:59
Students with no Aid Amounts.....:34
Total pages Printed.....:8

UWO - Undergraduate student WITHOUT prior baccalaureate or first professional degree
UW - Undergraduate student WITH prior baccalaureate or first professional degree
G - Graduate student
* - Locked Record

***** END OF REPORT *****

RORFS09_yyyyy.log File

```
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** Create FISAP records process completed **

** Printing FISAP report completed **

-----
** FISAP Program Complete **

          CONTROL SUMMARY
-----
Program Name.....:RORFS05(7.2.1)
One up Number.....:52070
Aid Year Code.....:0405
Create/Print Summary/Detail/Both.....:B
FPERK Paid or Offered Amount.....:P
FSEOG Paid or Offered Amount.....:P
FWS Paid or Offered Amount.....:0
Billing or Adjusted Hours.....:A
Sort Order selected.....:N
Application Code.....:FINAID
Selection ID.....:TEST3
Creator ID.....:WWOMACK
User ID.....:WWOMACK
Undergraduate Level Code 1.....:UG
FT Load for UG Code 1.....:12
Graduate Level Code 1.....:GR
FT Load for Grad Code 1.....:9
Number of lines per page.....:55

Log file name ../export/home/jobsub/rorfs05_52070.log
Total Student Records Read.....:59
Total Student Records Created.....:59
Total pages Printed.....:1
```

***** END OF REPORT *****

Connected.
Connected.

Grade Exception Report (RORGRDE)

Description This report provides a report of courses for a student which are gradable, based on the registration status but have not been rolled to Academic History. This assists you in identifying courses which have not been completed due to an extension request for an Open Learning course or courses extending past normal term grade roll processing when determining Satisfactory Academic Progress (SAP).

There are two types of courses which are identified by this report: (1) Courses for which no grade has been assigned, and (2) Courses which have been graded but have not been rolled to Academic History.

This report requires a valid, active **Aid Year** and a valid **Term Code**.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Term Code	Yes	Enter the Term Code.	
	Grade Exceptions to Report	Yes	Select the courses to include.	<i>B Both - not rolled and not graded (default)</i> <i>N Courses with No Grade</i> <i>R Graded not in Academic History</i>
	Courses to Report	No	Enter the courses to report.	<i>A All Courses - (default)</i> <i>F Financial Aid Eligible Courses Only</i>
	Sort Sequence Indicator	Yes	Enter the sort sequence.	<i>I ID</i> <i>N Name (default)</i>
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the sub-population to work with.	

Parameters (cont)	Name	Required?	Description	Values
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Grade Exception Report Sample

14-MAY-2003 01:53 PM AID YEAR: 0203 TERM CODE: 200320				SunGard Higher Education Development Financial Aid Grade Exception Report						RORGRDE		PAGE 1	
Name Laker, Mary				ID 511000022		Student Level UG							
Part of Term	CRN	Course Number	Subj	Reg. Stat	Status Date	Course Level	Start Date	End Date	Grade Code	Credit Hours	Billing Hours	Excluded From FA	
1	10006	243	BIOL	RE	01-MAY-2003	UG	01-JAN-2003	30-APR-2003	C	4.000	4.000	N	
1	10020	10	ANTH	RE	01-MAY-2003	UG	01-JAN-2003	30-APR-2003		3.000	3.000	N	
10	10024	301	COMP	RE	01-MAY-2003	UG	01-JAN-2003	15-FEB-2003		3.000	3.000	N	
Name Nelson, Lindy				ID 511000024		Student Level 01							
Part of Term	CRN	Course Number	Subj	Reg. Stat	Status Date	Course Level	Start Date	End Date	Grade Code	Credit Hours	Billing Hours	Excluded From FA	
1	10006	243	BIOL	RE	01-MAY-2003	UG	01-JAN-2003	30-APR-2003		4.000	4.000	N	
1	10020	10	ANTH	RE	01-MAY-2003	UG	01-JAN-2003	30-APR-2003	B	3.000	3.000	N	
1	10038	20	MATH	RE	01-MAY-2003	UG	01-JAN-2003	30-APR-2003		3.000	3.000	Y	
Name Thompson, Sue				ID 511000001		Student Level UG							
Part of Term	CRN	Course Number	Subj	Reg. Stat	Status Date	Course Level	Start Date	End Date	Grade Code	Credit Hours	Billing Hours	Excluded From FA	
1	10042	301	MGMT	RE	25-APR-2003	UG	01-JAN-2003	30-APR-2003	AAA	3.000	3.000	N	

Automatic Group Assignment Process (RORGRPS)

Description The Automatic Group Assignment Process assigns applicants to the following three types of groups:

- Budgeting groups with the appropriate Applicant Budget Table (RBBABUD) entries and Applicant Budget Component (RBRACMP) entries
- Tracking groups with the appropriate Applicant Requirements (RRRAREQ) entries
- Packaging groups

You can run this process in batch mode or in online mode. RORGRPS allows you to process a single applicant (in online mode), to use a previously defined population selection, to process all applicants, or to process only applicants in *Wait* status. You can assign the applicant or applicants to budgeting groups, tracking groups, or packaging groups, or any combination of the three group types.



Note

When processing more than one group type, RORGRPS will process the group based on the order entered for the parameter. For example, if you want to process tracking, budgeting, packaging groups in that order, you would enter *TBP*. If you enter *BPT* for the Group Type Indicator parameter, RORGRPS will process budgeting first, then packaging, and the tracking group last.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Group Type Indicator	Yes	Select one or more group types to which applicants will be assigned. You may enter a combination of these values to perform a combination of the grouping processes. If you enter multiple group types, enter the values without any intervening characters or spaces (e.g., <i>BPT</i>).	<i>B</i> Budget groups <i>P</i> Packaging groups <i>T</i> Tracking groups
	Term Code	No	Enter a term code to limit processing to records in the specified term.	Financial Aid Term Code Inquiry (ROITERM)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Process Indicator	Yes	You can run this process in batch or in online mode. The online method allows you to process a single applicant. Batch mode enables you to process multiple applicants.	<i>B</i> Batch <i>O</i> Online
	Applicant ID	No	Specify the applicant you want to assign to groups when you set the Process Indicator parameter to <i>O</i> (Online). This parameter is only used in online mode and must be left blank if you run the process in batch mode.	
	Use All Applicants Indicator	No	<p>If you select the <i>N</i> option, use the applicants within the selection ID (if a population selection was established using parameters 07–10) and all applicants in <i>Wait</i> status.</p> <p>If you select the <i>N</i> option and no population selection was entered, all applicants in <i>Wait</i> status are used.</p> <p>Applicants are scheduled (<i>Wait</i> status) for the batch grouping process when you enter a <i>B</i> (Batch) in the Action Indicator field for a tracking, budgeting, or packaging assignment and save the record on the Applicant Immediate Process form (ROAIMMP).</p>	<p><i>Y</i> Use all applicants that have an Applicant Status Record (RORSTAT) for the specified aid year.</p> <p><i>N</i> Use applicants in a <i>Wait</i> status or those in the selection ID.</p>
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	No	The ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and User ID parameters.	
	User ID	No	The ID of the person using the sub-population rules. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	

Automatic Group Assignment Process Sample

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AID YEAR: 0910

Ban Sys Tst
BUDGETING GROUP ASSIGNMENT REPORT

PAGE 01
RORGRPS

ESTIMATED APPLICANT POOL USED IN GROUPING: 5
APPLICANTS WHOSE GROUP WAS LOCKED: 0

GROUP CODE	PRIORITY	DESC	APPLICANTS ASSIGNED
UGINHM	5	Undergrad Resident At Home	0
UGINOF	10	Undergrad Resident Off Campus	0
UGINON	15	Undergrad Resident On Campus	0
UGOSHM	20	Undergrad Non-res At Home	0
UGOSOF	25	Undergrad Non-res Off Campus	0
UGOSON	30	Undergrad Non-res On Campus	0
GRINHM	35	Graduate Resident At Home	0
GRINOF	40	Graduate Resident Off Campus	0
GRINON	45	Graduate Resident On Campus	0
GROSHM	50	Graduate Non-res At Home	0
GROSOF	55	Graduate Non-res Off Campus	0
GROSON	60	Graduate Non-res On Campus	0

Assigning Remaining Students to the Default Budgeting Group DEFAULT
DEFAULT 300 Budgeting Default Group 5

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AID YEAR: 0910

Ban Sys Tst
TRACKING GROUP ASSIGNMENT REPORT

PAGE 02
RORGRPS

ESTIMATED APPLICANT POOL USED IN GROUPING: 5
APPLICANTS WHOSE GROUP WAS LOCKED: 0

GROUP CODE	PRIORITY	DESC	APPLICANTS ASSIGNED
SUE1	1	Sue's other group	0
INDVER	5	Independent Verify	1
DEPVER	10	Dependent Verify	2
INDNVR	15	Independent No Verify	1
DEPNVR	20	Dependent No Verify	1
DEFAULT	85	Tracking Default Group	0

Assigning Remaining Students to the Default Tracking Group DEFAULT
DEFAULT 85 Tracking Default Group 0

Program Name..... RORGRPS(8.3)
Aid Year Code..... 0910
Group Type Indicator..... BTP
Term Code.....
Process Indicator..... B
Applicant ID.....
Use All Applicants Indicator..... N
Application ID..... FINAID
Selection ID..... MANUAL
Creator ID..... SYSTEST45
User ID..... SYSTEST45
Number of Lines Per Page..... 55

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AID YEAR: 0910

Ban Sys Tst
PACKAGING GROUP ASSIGNMENT REPORT

PAGE 03
RORGRPS

ESTIMATED APPLICANT POOL USED IN GROUPING: 5
APPLICANTS WHOSE GROUP WAS LOCKED: 0

GROUP CODE	PRIORITY	DESC	APPLICANTS ASSIGNED
COD	200	COD Test Group	0
ONUDRG	300	On time Cont. Undergraduate	0
LTUDRG	400	Late Continuing Undergraduate	0
ONFRSH	500	On time Freshman	0
LTFRSH	600	Late Freshman	0
ONGRAD	800	On time graduate	0
CERT	1000	Certificate Students	0
MARK4	9999	Mark's 4th packaging group	6
MARK5	9999	Mark's 5th packaging group	6

Assigning Remaining Students to the Default Packaging Group DEFAULT
DEFAULT 999999 Packaging Default Group 5

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AID YEAR: 0910

Ban Sys Tst
PROCESS CONTROL SUMMARY REPORT

PAGE 04
RORGRPS

CONTROL SUMMARY

Connected.

Processing Budgeting Group Assignments

WARNING SUE1 is not defined for the aid year. Ignored.
WARNING NONEED is not defined for the aid year. Ignored.
WARNING DEFALT is not defined for the aid year. Ignored.
WARNING MKNEW is not defined for the aid year. Ignored.
WARNING DEF is not defined for the aid year. Ignored.
WARNING MARKT is not defined for the aid year. Ignored.
WARNING MKA7 is not defined for the aid year. Ignored.

Processing Tracking Group Assignments

WARNING MARK is not defined for the aid year. Ignored.
WARNING AUT01 is not defined for the aid year. Ignored.
WARNING AUTO is not defined for the aid year. Ignored.
WARNING AUTOMA is not defined for the aid year. Ignored.

Processing Packaging Group Assignments

WARNING SUE is not defined for the aid year. Ignored.
WARNING SUE1 is not defined for the aid year. Ignored.
WARNING MARK2 is not defined for the aid year. Ignored.
WARNING MARK3 is not defined for the aid year. Ignored.
WARNING MARK6 is not defined for the aid year. Ignored.
WARNING MARK7 is not defined for the aid year. Ignored.
WARNING MARK8 is not defined for the aid year. Ignored.
WARNING MARKI2 is not defined for the aid year. Ignored.
WARNING DEFALT is not defined for the aid year. Ignored.
Connected.

Financial Aid High School Data Posting Process (RORHSDP)

This process provides a means to batch post information to the Applicant High School Data table (RORHSDT) for display on the Applicant High School Data form (ROAHSDT). You may be able to identify students meeting the various rigorous program requirements with data in the Admissions module of the Banner Student System. By using Population Selection, you may be able to automate a process that would otherwise be very labor intensive.

You can use this process to load the graduation date and the state of the student's high school graduation from the Student table (SORHSCH). This process also provides you with the ability to update the code for approved State Advanced or Honors program, the indicators for Advanced Placement/International Baccalaureate Courses or the indicator for State Scholars Initiative or Required Courses. However, you should use caution when updating these fields to ensure that the rigorous program criteria has truly been met.

A population selection is required for use with this process.

Parameters	Name	Required?	Description	Values
	Application Code	Yes	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	Yes	Code that identifies the population with which to work.	Population Selection Inquiry form (GLISLCT)
	Creator ID	Yes	ID of the person who created the population rules.	
	User ID	Yes	ID of the person who used the population rules.	
	Update High School Grad Date	Yes	This parameter determines whether or not you want to load the student's high school graduation date from the Student table (SORHSCH).	Valid values are: Y Yes, update the student's high school graduation date N No, do not update the student's high school graduation date (Default)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Update State of HS Grad	Yes	This parameter determines whether or not you want to load the state of the student's high school graduation from the Student table (SORHSCH).	Valid values are: Y Yes, update the state of the student's high school graduation N No, do not update the state of the student's high school graduation (Default)
	Update AP/IB Indicator	Yes	This parameter determines whether or not you want to update the Advanced Placement/International Baccalaureate Courses indicator to <i>Y</i> (eligible). This indicator specifies that the student completed the required number of Advanced Placement or International Baccalaureate courses and test scores.	Valid values are: Y Yes, update the Advanced Placement/International Baccalaureate Courses indicator to <i>Y</i> (eligible) N No, do not update the Advanced Placement/International Baccalaureate Courses indicator to <i>Y</i> (eligible) (Default)
	Update Required Courses Ind	Yes	This parameter determines whether or not you want to update the Required Courses Similar to the State Scholars Initiative field on the Applicant High School Data form (ROAHSDT) to <i>Y</i> (eligible).	Valid values are: Y Yes, update the Required Courses Similar to the State Scholars Initiative field to <i>Y</i> (eligible) N No, do not update the Required Courses Similar to the State Scholars Initiative field to <i>Y</i> (eligible) (Default)
	Update Program of Study Code	No	Code to use when updating the State Recognized Program of Study field on the Applicant High School Data form (ROAHSDT).	State Advanced/Honors Programs (RPISAFP)

Financial Aid High School Data Posting Sample

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Banner University
Financial Aid High School Data Posting

PAGE 001
RORHSDP

STUDENT NAME	ID	RESULTS
Laird, Darla	511060702	Financial Aid High School Data Updated
Laird, Elizabeth M.	511060704	Financial Aid High School Data Inserted
Laird, Jim	511060706	Financial Aid High School Data Updated
Laird, Marshal H.	511060701	Financial Aid High School Data Inserted
Laird, Thomas M.	511060703	Financial Aid High School Data Updated

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Banner University
Financial Aid High School Data Posting

PAGE 002
RORHSDP

CONTROL SUMMARY

Program Name.....: RORHSDP(7.8)
Run sequence number.....: 173777
Application Code.....: FINAID
Selection ID.....: SUE1
Creator ID.....: SLAIRD
User ID.....: SLAIRD
Update High School Grad Date.....: Y
Update State of HS Grad.....: Y
Update AP/IP Indicator.....: Y
Update Required Courses Ind.....: N
Update Code for Adv/Honor Prog.....:
Number of Lines Per Page.....: 55

TOTALS

Total number of records in population.....: 5
Total number updated.....: 3
Total number inserted.....: 2
Total number with no high school data.....: 0
Total number with invalid HS state code.....: 0
Total number with invalid state code for prog: 0

Logging Activity Archive/Purge Process (RORLOGA)

Description The Logging Activity Archive/Purge Process (RORLOGA) archives and/or purges records from the Data Log Activity Master Table (RORLOGM) and the Data Log Detail Table (RORLOGD).

When you execute this process, all of the logging activity data existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter is copied to temporary copies of the same tables — the Archive Data Log Activity Master Table (ROALOGM) and the Archive Data Log Detail Table (ROALOGD). Once the data has been transferred to the archive tables, you can use Oracle's `EXPORT` process to back up the data. This also allows you to import the data at some point in the future with Oracle's `IMPORT` process, if the need arises.

Logging Activity Table

Data Log Activity Master Table (RORLOGM)

Data Log Detail Table (RORLOGD)

Logging Activity Archive Table (Temporary)

Archive Data Log Activity Master Table (ROALOGM)

Archive Data Log Detail Table (ROALOGD)



Warning

The ROALOGM and ROALOGD tables are strictly temporary tables of records archived from a prior run of the RORLOGA Process. The data in the archive tables is overwritten during each run of the RORLOGA Process. If you want to retain copies of the logging archives, use Oracle's `Export` utility to export the records existing in the ROALOGM and ROALOGD temporary tables prior to the next run of the RORLOGA Process. ■

Purging RORLOGM and RORLOGD Data

Select the *P* (Purge) option for the *Process Indicator* parameter to purge records existing in the Data Log Activity Master Table (RORLOGM) and Data Log Detail Table (RORLOGD). When you select this option:

- all records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are copied to the ROALOGM and ROALOGD temporary tables, and
- all records in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are deleted.

Archiving RORLOGM and RORLOGD Data

Select the *A* (Archive) option for the *Process Indicator* parameter to archive logging records without deleting the records from the Data Log Activity Master Table (RORLOGM) and Data Log Detail Table (RORLOGD). All records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are copied to the ROALOGM and ROALOGD temporary tables.

Parameters	Name	Required?	Description	Values
	Process Indicator	Yes	This parameter determines whether you want to archive and/or purge the logging historical data.	<p><i>A</i> Archive (default). Archives logging records without deleting the records from the Data Log Activity Master Table (RORLOGM) and Data Log Detail Table (RORLOGD). All records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the <i>Process Activity Date</i> parameter are copied to the ROALOGM and ROALOGD temporary tables</p> <p><i>P</i> Purge. All records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the <i>Process Activity Date</i> parameter are copied to the ROALOGM and ROALOGD temporary tables, and all records in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the <i>Process Activity Date</i> parameter are deleted.</p>
	Process Activity Date	Yes	All records prior to this date are included in the archive and/or purge.	Activity date in standard <i>DD-MON-YYYY</i> date format.

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Produce Report	Yes	Determines whether you want to print the Logging Activity Archive/Purge Report.	<i>N</i> No (default) <i>Y</i> Yes
	Sort Sequence Indicator	No	Sort order for the Logging Activity Archive/Purge Report.	<i>D</i> Activity Date, User ID, Sequence Number (default) <i>T</i> Table Name, Activity Date, User ID <i>U</i> User ID, Activity Date, Sequence Number <i>I</i> Student ID, Activity Date, User ID, Sequence number

RORLOGA_xxxxx.lis File

02-JUN-2005 10:25:49 AM		BANNER University			PAGE 01	
		Logging Activity Archive/Purge Report			RORLOGA	
ACTIVITY DATE/TIME	USER ID AID YEAR	ID	NAME	SEQ NO	TABLE NAME	ACTION
07-JAN-2005 11:47:36	KBLATTNE 0506	120010001	Edwards, Studenta .	1	RORSTAT	U
	COLUMN NAME			FROM		TO
	RORSTAT_PRI_SAR_PGI			37584		0
	RORSTAT_SAR_TRAN_NO			01		02
	RORSTAT_SEC_SAR_PGI					0
24-JAN-2005 02:15:27	BMUEHLHO 0405	162440001	Muehlhof, One A.	1	RPRAWRD	I
	COLUMN NAME			FROM		TO
	RPRAWRD_ACCEPT_AMT					1000
	RPRAWRD_ACCEPT_DATE					24-JAN-2005
	RPRAWRD_AIDY_CODE					0405
	RPRAWRD_AWST_CODE					ACPT
	RPRAWRD_AWST_DATE					24-JAN-2005
	RPRAWRD_FED_LIMIT_OVRDE_IND					N
	RPRAWRD_FUND_CODE					ALTLN
	RPRAWRD_FUND_LIMIT_OVRDE_IND					N
	RPRAWRD_INFO_ACCESS_IND					Y
	RPRAWRD_LOCK_IND					N
	RPRAWRD_OFFER_AMT					1000
	RPRAWRD_OFFER_DATE					24-JAN-2005
	RPRAWRD_OFFER_EXP_DATE					24-JAN-2005
	RPRAWRD_ORIG_OFFER_AMT					1000
	RPRAWRD_ORIG_OFFER_DATE					24-JAN-2005
	RPRAWRD_PIDM					1299
	RPRAWRD_REPLACE_TFC_OVRDE_IND					N
	RPRAWRD_SYS_IND					M
	RPRAWRD_TREQ_OVRDE_IND					N
	RPRAWRD_UNMET_NEED_OVRDE_IND					N

Financial Aid Registration Report (RORREGS)

Description This report provides information on a student's registration for the term. The process may be run for financial aid students selecting all term registrations, specific parts-of-term, and/or Open-Learning classes. The ability to use a population selection within the combination of term, part-of-term, or open learning is also included.

Output includes the student's **Level, CRN, Course Number, Section, Subject, Course Level, Part-of-Term, and Class Start/End dates.**

Open Learning classes will *not* have a part-of-term code. All other traditional classes will have a part-of-term code which represents a full-term or sub-term of the full-term.

This report - which requires a valid, active **Aid Year** and a valid **Term Code** - also contains a summary of the credit and billing hours as well as a summary of eligible billing and financial aid hours for the term.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Term Code	Yes	Enter the Term Code.	
	Registration Report Type	Yes	Select the type of registration report to be produced.	<i>A</i> All Courses: Term, Part-of-Term, Open Learning - (default) <i>B</i> Part-of-Term and Open Learning <i>O</i> Open Learning Courses Only <i>P</i> Part-of-Term Courses Only
	Select Part-of-Term Code	No	Enter the part-of-term code to select. This parameter is required if Parameter 03 contains a value of (B) or (P). This parameter is not required if Parameter 03 contains a value of (A) or (O)	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sort Sequence Indicator	Yes	Enter the sort sequence.	<i>I</i> ID <i>N</i> Name (default)
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Financial Aid Registration Report Sample

14-MAY-2003 01:50 PM
AID YEAR: 0304
TERM CODE: 200410

SunGard Higher Education Development
Financial Aid Registration Report

RORREGS

PAGE 1

Name	ID	Student Level
Hertz, Stacey	511000030	UG

Part of Term	CRN	Course Number	Subj	Reg. Stat	Course Level	Start Date	End Date	Excluded Level	Sec	Credit Hours	Billing Hours
16	10047	301	MUSC	RE	UG	01-OCT-2003	31-DEC-2004			3.000	3.000

Total Credit Hours:	3.000	Total Eligible FA Credit Hours:	3.000
Total Billing Hours:	3.000	Total Eligible FA Billing Hours:	3.000

Name	ID	Student Level
Johnson, Leigh	511000029	01

Part of Term	CRN	Course Number	Subj	Reg. Stat	Course Level	Start Date	End Date	Excluded Level	Sec	Credit Hours	Billing Hours
1	10008	1000	PSYC	WC	UG	16-AUG-2003	31-DEC-2003			3.000	3.000
1	10020	200	ACCT	RE	UG	16-AUG-2003	31-DEC-2003	Y		3.000	3.000
1	10024	10	ANTH	RE	UG	16-AUG-2003	31-DEC-2003	Y		3.000	3.000
1	10033	25	ENGL	RE	UG	16-AUG-2003	31-DEC-2003			3.000	3.000
14	10039	10	MATH	RE	GR	15-SEP-2003	21-SEP-2003	Y		3.000	3.000

Total Credit Hours:	15.000	Total Eligible FA Credit Hours:	6.000
Total Billing Hours:	15.000	Total Eligible FA Billing Hours:	6.000

Name	ID	Student Level
Michaels, Lindy	511000024	01

Part of Term	CRN	Course Number	Subj	Reg. Stat	Course Level	Start Date	End Date	Excluded Level	Sec	Credit Hours	Billing Hours
	10056	0918	ZOOL	DD	UG	15-OCT-2003	04-NOV-2003			0.000	0.000
17	10022	250	ACCT	RE	UG	01-JUL-2003	31-OCT-2003			3.000	3.000

Total Credit Hours:	3.000	Total Eligible FA Credit Hours:	3.000
Total Billing Hours:	3.000	Total Eligible FA Billing Hours:	3.000

Rules Purge Process (RORRPRG)



Warning

Since you cannot restore data that was subjected to the archiving and purging processes, SunGard Higher Education recommends that you restrict user access to this process and establish institutional guidelines for its use. ■

Description

The RORRPRG process enables you to purge rules for an aid year after the applicant data has been archived/purged. The purge takes place provided there are no records in the following tables for the aid year:

- Applicant Status Table (RORSTAT)
- Applicant Award Table (RPRAWRD) - where the system indicator is not equal to *P* (Pre-Banner) or *A* (Archived)
- Applicant Resource Table (RPRARSC)
- Loan Application Table (RPRLAPP)



Note

Loan period rules will only be purged if the loan period has been associated with an aid year and aid period on RPRLPRD. You may optionally choose to remove loan periods manually from RPRLPRD once all applicant data has been purged using the RORARCH process. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Aid Year Code for which you want to purge rules data.	Aid Year Inquiry (ROIADY)
	Keep Fund Aid Year Data	No	Determines whether you want to retain fund-related data for the aid year.	<i>Y</i> Yes, keep fund-related data for the aid year. <i>N</i> No, do not keep fund-related data for the aid year.

Award Roll Process (RPRAROL)

Description The Award Roll Process allows you roll student awards (that are offered or accepted) to another aid year. Award validation ensures the student is eligible to receive the award in the new year. If the award fails validation, an error message is provided in the output.

When the award is rolled to the new aid year, the process uses the default **Offer Status** and **Accept Status** associated with the fund - as established on the RFRMGMT or ROAMGMT form. Funds with a check (Yes) in the Auto Accept field on RFRMGMT or ROAMGMT are assigned the status designated as Accepted.

To specify which awards are to be rolled, you can either enter a combination of fund source and fund type, or you can enter one or more specific fund codes. You can optionally further limit the students whose awards will be rolled by using a population selection.



Note

If an award already exists for an applicant and fund code in the To Aid Year specified, the award will not be rolled for that applicant and fund code.

You cannot roll US Federal funds with this process. Only funds which have been defined on RFRBASE with a Federal Fund ID of *GTIV* or null may be rolled when using the option to roll specific fund codes. Only a fund source which is not defined with a source type of Federal (RTVFSRC) may be rolled. ■

Prior to running the RPRAROL process, you must:

- Create the fund records on RFRMGMT/ROAMGMT for the new year being rolled to.
- Indicate the fund as eligible to roll on RFRMGMT/ROAMGMT for the aid year being rolled from.

Changing the Rolled Award Amount

You can increase or decrease the amount of the new award by entering a percentage as a parameter option. If no percentage is entered, the same amount from the aid year rolling from will be inserted for the aid year rolling to. If the fund being rolled already exists for the student in the new aid year, no updates for the award will be made.



Note

Awards which exist with cents will not be rolled to the new year with cents but will use the rounding options established for the fund. ■

The rounding options established for the fund on RFRMGMT/ROAMGMT will be used when calculating the new award. In some cases, this could result in the new aid year amount being less than the prior year even when a positive percentage is entered as a parameter.

For example:

1. ARTSCH set to round award to 100 on RFRMGMT.
2. Student has ARTSCH for 0607 of 133.00 manually awarded.
3. RPRAROL is run using a percentage increase of 10.00% for ARTSCH.
4. The calculated amount is 146.30 but due to the rounding to 100 defined for ARTSCH, the award amount for the new year would be 100.00.

A new applicant financial aid record is created for the aid year being rolled to if one does not exist. The award validation process ensures the student is eligible for the award in the new aid year.

Parameters	Name	Required?	Description	Values
	From Aid Year Code	Yes	Aid Year Code from which awards are to be rolled.	Aid Year Inquiry (ROIADY)
	To Aid Year Code	Yes	Aid Year Code to which awards are to be rolled.	Aid Year Inquiry (ROIADY)
	Fund Source	No	Fund source of awards to be rolled.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	Fund type of awards to be rolled. (Required if a Fund Source is entered.)	Financial Aid Fund Type Validation (RTVFTYP)
	Fund Code	No	Fund codes to be rolled.	Fund Base Data (RFRBASE)
	Increase/Decrease Percentage	No	Percentage of increase or decrease for the award amount.	Number between -99.99 and 99.99
	Print Option	No	Print the optional report when the process is run.	Y = Yes (default) N = No

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Award Roll Process Sample

27-MAR-2007 01:48:45 PM		BANNER University			PAGE 0001	
AID YEAR: 0708 2007-2008 aid year		AWARD ROLL REPORT			RPRAROL	

FUND: MERIT Merit Scholarship						
		----- FROM AID YEAR 0607 -----		----- TO AID YEAR 0708 -----		
ID	NAME	AWARD STATUS	OFFERED AMOUNT	ACCEPTED AMOUNT	AWARD STATUS	OFFERED AMOUNT
						ACCEPTED AMOUNT
999404040	Anderson, Audrey	ACPT	1500.00	1500.00	OFRD	1650.00
999515151	Beckland, Bruce	ACPT	5000.00	5000.00	OFRD	5500.00
			-----	-----		-----
			6500.00	6500.00		7150.00
						0.00
End of FUND: MERIT Merit Scholarship						

CONTROL SUMMARY

Report Name.....: RPRAROL
Version.....: 7.8

Report Sequence Number.....: 179913
From Aid Year.....: 0607
To Aid Year.....: 0708
Fund Source.....:
Fund Type.....:
Fund Code.....: MERIT
Increase/Decrease Percentage.....: 10%
Print Option.....: Y
Application Id.....: FINAID
Selection Id.....: MANUAL
Creator Id.....: COROSALI
User Id.....: COROSALI
Line Count.....: 55

Number of awards processed.....: 2
Number of valid awards processed.....: 2
Number of invalid awards processed.....: 0

Disbursement Print Process (RPBDDRV)

Description The Disbursement Print Process (RPBDDRV) is a control report that you can run after performing the Disbursement Print Process. There are no parameters for this print process.

Prior to the Banner Financial Aid 7.9 release, the Disbursement Process was a two step process. You would first run the RPEDISB Process. You would then run the Disbursement Print Process (RPBDDRV) to print the Disbursement Report (RPBDISB) based on the results of the Disbursement Process.

The Disbursement Process is now run as a one step process from the GJAPCTL form. You run the RPEDISB Process. You no longer run the Disbursement Print Process (RPBDDRV) as the second step. Instead, a Print Report parameter on the RPEDISB Process determines whether you want to produce the Disbursement Report.



Note

Although you are no longer required to use RPBDDRV during a normal run of the RPEDISB Process, you can use RPBDDRV to reprint existing extract files.

RPBDDRV requires that the *rpdisb.ext* file is present in the user's jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpdisb_job#.ext* you want to report on to *rpdisb.ext*. You can run RPBDDRV on any *rpdisb_job#.ext* you want as long as you rename the file. ■

Disbursement Print Process Sample

21-AUG-2003 09:37:20 AM		Banner University DISBURSEMENT REPORT DRIVER REPORT			PAGE 1 RPBDDRV	
* * * REPORT CONTROL INFORMATION * * *						
FILE NAME		USE	STAT	INPUT	OUTPUT	DROPPED
RPBDISBO - DISBURSEMENT EXTRACT		INPUT	00	5	5	
PGM RPBDISB - DISBURSEMENT REPORT		OUTPUT	00		6	
PRINTER NO - STAT	LINES PRINTED	PAGES PRINTED				
02 00	24	2				
NORMAL END OF PROGRAM						

LMS Interface Accounting Feed Program (RPBLMIA)

Description The LMS Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the LMS accounting feed programs NBD029 (cash) or NBB229 (accrual). The program performs basic format and batch total checks on each batch of transactions contained in the feed file. The program also provides a report of the batches/transactions being fed.

When in create mode, as indicated by program parameter, the program builds documents for the Banner Finance feed providing no batch errors are found.

Refer to the Interfaces chapter for more information about the LMS Interface.

Parameters	Name	Required?	Description	Values
	Create/Audit Mode	No	(C)reate or (A)udit. An entry of <i>A</i> (the default) provides a report without creating documents; the program may be rerun. An entry of <i>C</i> creates Banner Finance feed document(s) providing no batch errors are found, then deletes the input transaction file.	<i>A</i> (default) <i>C</i>
	Print Summary or Detail	No	Print Summary/Errors only (<i>Y</i>), or Transaction Detail (<i>N</i>). Enter <i>Y</i> if a detailed listing is not required.	<i>N</i> (default) <i>Y</i>
	Transaction Input File Name	No	Name of file that contains J/V transactions comprising the feed. Enter the seven-character name of the feed file.	LMIATR (default)

LMS Interface Accounting Feed Program Sample

21-AUG-2003 09:37:20 AM				Banner University Loan Management System Accounting Feed Report					RPBLMIA Page: 1		
Rule Class	Doc.Ref. Number	Date	Description	Debit	Credit	LMS Reference	Coas Fund	Orgn	Acct	Prog	Acci
New Document for Batch: 0501				Header Count: 00004							
Header	0000000	931025	LMS ON-LINE	153.66			0501	NBD029			
LMJE	0000001	931025	LMS ON-LINE		8.64	0501	L 505505	555	005010	133333	
LMJE	0000002	931025	LMS ON-LINE		4.00	0501	L 505505	555	006010	133333	
LMJE	0000003	931025	LMS ON-LINE		64.19	0501	L 505505	555	007010	133333	
LMJE	0000004	931025	LMS ON-LINE	76.83		0501	L 505505	555	202020	133333	
processed batch: count 00004, total				153.66							
Document is in balance -- Code: / Description:											
New Document for Batch: BHH018				Header Count: 00003							
Header	0000000	931025	LMS ON-LINE	618.24			BHH018	NBD029			
LMJE	0000001	931025	LMS ON-LINE		9.12	BHH018	L 505505	555	005010	133333	
LMJE	0000002	931025	LMS ON-LINE		300.00	BHH018	L 505505	555	007010	133333	
LMJE	0000003	931025	LMS ON-LINE	309.12		BHH018	L 505505	555	202020	133333	
processed batch: count 00003, total				618.24							
Document is in balance -- Code: / Description:											
New Document for Batch: NRB012				Header Count: 00003							
Header	0000000	931025	LMS ON-LINE	309.12			NRB012	NBD029			
LMJE	0000001	931025	LMS ON-LINE		4.56	NRB012	L 505505	555	005010	133333	
LMJE	0000002	931025	LMS ON-LINE		150.00	NRB012	L 505505	555	007010	133333	
LMJE	0000003	931025	LMS ON-LINE	154.56		NRB012	L 505505	555	202020	133333	
processed batch: count 00003, total				309.12							
Document is in balance -- Code: / Description:											

21-AUG-2003 09:37:20 AM	Banner University	RPBLMIA
	Loan Management System Accounting Feed Report	Page: 2
* * * REPORT CONTROL INFORMATION * * *		
Create/Audit Mode: A		
Print Errors Only: N		
LMS Feed File Name: LMIATRN		
Report Line Limit: 55		

LMS Interface Disbursement Feed Program (RPBLMID)

Description LMS Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (IA-Plus) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

Parameters	Name	Required?	Description	Values
	Run Type	Yes	Disbursement Detail or Enrollment Status Change.	<i>D</i> Disbursement Detail <i>E</i> Enrollment Status Change
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST). Disbursements from this aid year will be eligible for processing.	Aid Year Inquiry form (ROIAIDY)
	Term Code	Yes	Valid term code.	Financial Aid Term Code Inquiry form (ROITERM)
	LMS Term Code	Yes	Enter the LMS Term Code that corresponds to the Banner Term Code. The three-character IA-Plus LMS Term Code in use must be entered.	
	LMS Institution Code	Yes	The two-character IA-Plus LMS Institution Code in use must be entered. The default is 01 (single campus).	<i>01</i> Single Campus
	Batch Reference	Yes	Enter a unique six-character identifier to be used as batch reference in the batch header of the batch of disbursements data that will be created.	
	Address Type Code - Permanent	Yes	Enter the two-character Banner address type code(s) associated with addresses to be used as the LMS permanent address.	Address Type Code Validation form (STVATYP)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Address Type Code - Local	Yes	Enter the two-character Banner address type code(s) associated with the addresses to be used as the LMS local address.	Address Type Code Validation form (STVATYP)
	Billing Address Control Ind	No	Control Indicator for LMS billing address rule. Enter 1 if the address to be used as the local address is also the billing address.	1
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Disbursement\ Enrollment Date	No	If entered, select only disbursements on or after the date. Enter a date in format DD-MON-YYYY to restrict the processing to loans occurring on or after the specified date.	
	Fund Code	No	If entered restricts disbursements to only the entered fund(s). The batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data form (RFRBASE)

LMS Interface Disbursement Feed Program Sample

21-AUG-2003 09:37:20 AM		Banner University Loan Management System Disbursement Feed Report					PAGE 1 RPBLMID		
		Batch Reference: B00001		Institution Code: 01					
Seq#	Transaction / Comment Text					Date	Amount	Fund	Borrower
	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8-----	-----9-----
	1234567890123456789012345678901234567890123456789012345678901234567890								
						11/30/2000	-\$500.00	PERK	Gibson, Patricia L
	Local Address		Address was not found						
0001	501601000015	Gibson, Patricia L	Fort Myers	FL33934					
0002	502601000015	1269 Bassette Bridge							
0003	503601000015	FP							
0004	532601000015	PERK011130930050000C			941				
						11/30/2000	\$500.00	PERK	Gibson, Patricia L
	Local Address		Address was not found						
0005	501601000015	Gibson, Patricia L	Fort Myers	FL33934					
0006	502601000015	1269 Bassette Bridge							
0007	503601000015	FP							
0008	531601000015	PERK011130930050000D			941				
0000	510FAMTOLMS020994B94001001000000008DSYYBANNER FA TO LMS						01	00000000	

21-AUG-2003 09:37:20 AM

Banner University
Loan Management System Disbursement Feed Report

PAGE 2
RPBLMID

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMID
Report Sequence Number: 16911
Aid Year: 0304
Term Code: 199401
Term Code (LMS): 941
Institution Code: 01
Batch Reference: B94001
Address Type Code(s) for Permanent Address:
Address Type Code(s) for Local Address:
Billing Address Control:
Selection ID:
Application Code:
Creator ID:
Begin Disbursement Date:
Fund Code: PERK
Line Count: 55

Count of Records Processed: 2

LMS Interface Enrollment Extract Program (RBPLMIE)

Description The LMS Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (IA-Plus) Loans Management System. The program produces a report of the feed data, and also indicates any problematic data encountered.

Parameters	Name	Required?	Description	Values
	Current Term Code	Yes	A valid six-digit Banner Term Code must be entered. Enrollment data is for the term represented by this code.	Financial Aid Term Code Inquiry form (ROITERM)
	Base Term Code	Yes	A valid six-digit Banner Term Code must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the term represented by this code.	Financial Aid Term Code Inquiry form (ROITERM)
	Low Enrollment Control	Yes	Do you consider less than half-time students as (E)nrolled or (N)ot enrolled? Enter <i>E</i> or <i>N</i> according to your policy/procedural requirements.	<i>E</i> Enrolled (default) <i>N</i> Not enrolled
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Select only students with Loan	Yes	Restrict enrollment data to only those students with loans, <i>Y</i> or <i>N</i> . Enter <i>Y</i> if enrollment data is to be obtained for only those students who have institutional loan disbursements on file, that is, in the online Banner database. The default is <i>N</i> .	<i>Y</i> Yes <i>N</i> No (default)
	Loan Fund Code	No	If entered and the <i>Select only students with loan</i> parameter is <i>Y</i> , restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data form (RFRBASE)

LMS Interface Enrollment Extract Program Sample

21-AUG-2003 09:37:20 AM					Banner University			PAGE	1
					Enrollment Data Report for Loan Management System			RPBLMIE	
ID	NAME	CURRENT STATUS	LAST TERM	HOURS	GRAD TERM	GRAD DATE	WITHDRAW CODE	WITHDRAW DATE	
123	Anderson, Abigail A.	N	199302	3.00	200202	2002/05			
204000001	Anderson, Caroline M.	N	199302	0.00					
909000001	Arroyo, Alejandro A.	E	199401	39.00		2003/06			
909000002	Barnes, Bartholomew B.	E	199401	7.00					
210000002	Benson, David	E	199401	15.00					
467798301	Borrows, John P.	E	199401	14.00					
178560001	Brock, James	E	199401	7.00					
234	Carretta, Joseph A.	E	199401	4.00					
600400006	Cook, Lisa	N	199302	8.12					
844898789	Coyle, Patricia J.	E	199401	6.00					
204000007	Jackson, Hope M.	E	199401	4.00					
178560000	Jackson, Samantha-Jayne T.	E	199401	4.00					
601000010	Johnson, Judy A.	E	199401	6.00		2004/05			
208000010	Johnson, Michael	E	199401	3.00					
202508070	Jones, Bryan J.	E	199401	7.00					
601000011	Jones, Kathy R.	E	199401	3.00					
204000002	Knipe, Gunther H.	N	199302	0.00					
204000006	Kuo, John O.	E	199401	0.00					
601000005	Livingston, John S.	E	199401	6.00					
311111111	MacSherry, Allison	E	199401	10.00	200301	2003/06			
210000000	McDonald, DA1	N	199302	0.00					
@00000345	Miller, Jeff	E	199401	4.00					
208000002	Morgan, Denise M.	E	199401	7.00					
204000004	Napolineskiwichency, Stefanieous	E	199401	3.00					
601000004	North, Alice R.	E	199401	5.00					
@00000213	Rocci, Anthony	E	199401	14.00					
601000013	Rogers, Mike C.	E	199401	4.00					
208000003	Sanchez, Ronald	E	199401	3.00					
209500001	Smith, Thomas	N	199302	5.00					
601000001	Steen, Ralph F.	E	199401	5.00					
601000033	Stosal, Frank	E	199401	6.00					
@00000212	Thomas, Daniel J.	E	199401	14.00					
204000005	VanDecamp, Laurie M.	E	199401	3.00					
600400008	Welding, Jennifer	E	199401	8.12					
601000031	Williams, Betty F.	E	199401	3.50					
123000112	Williams, Fox	E	199401	4.00					
204000003	Zachary, Paul M.	E	199401	3.00					
204000009	Zwickey, Charles B.	N	199302	0.00					

21-AUG-2003 09:37:20 AM

Banner University
Enrollment Data Report for Loan Management System

PAGE 2
RPBLMIE

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
Report Sequence Number: 16924
Current Term Code: 200101
Base Term Code: 200102
Low Enrollment Control: E
Selection ID:
Application Code:
Creator ID:
Select only students with loans: N
Loan Fund Code:
Line Count: 55

Count of Records Processed: 41

Packaging Print Process (RPBPDRV)

Description The packaging process performs packaging in either batch or online mode. The Batch Packaging Print Process (RPBPDRV) prints the Packaging Award Report and Packaging Fund Report based on the results of the Packaging process. The Packaging Report Driver Report that follows contains report control information relevant to the production of these reports.

Parameters	Name	Required?	Description	Values
	Report Selection Indicator	Yes	The value that you enter for the Report Selection Indicator determines which reports are produced.	<i>A</i> Award Detail Listing Only <i>B</i> Both Award Detail and Fund Sum (default) <i>F</i> Fund Summary Only <i>a</i> Award Detail Listing Only <i>b</i> Both Award Detail and Fund Sum <i>f</i> Fund Summary Only

Prior to the Banner Financial Aid 7.9 release, the Packaging Process was a two step process. You would first run the RPEPCKG Process which automatically calls the Initialization Process (RPEPINT). You would then run the Packaging Print Process (RPBPDRV) to print the Packaging Award Report and Packaging Fund Report based on the results of the Packaging process.

The Packaging Process is now run as a one step process from the GJAPCTL form. You run the RPEPCKG Process which automatically calls the Initialization Process (RPEPINT). You no longer run the Packaging Print Process (RPBPDRV) as the second step. Instead, a Print Report parameter associated with the RPEPCKG Process enables you to select your report output prior to the process run.



Note

Although you are no longer required to use RPBPDRV during a normal run of the RPEPCKG Process, you can use RPBPDRV to reprint existing extract files.

RPBPDRV requires that the *rpepckg.ext* file is present in the user's jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpepckg_job#.ext* you want to report on to *rpepckg.ext*. You can run RPBPDRV on any *rpepckg_job#.ext* you want as long as you rename the file. ■

Packaging Print Process Sample

21-AUG-2003 09:37:20 AM
AID YEAR: 0304 Aid Year JUL 2003 - JUN 2004

Banner University
PACKAGING REPORT DRIVER REPORT

PAGE 1
RPBPDRV

* * * REPORT CONTROL INFORMATION * * *

FILE NAME	USE	STAT	INPUT	OUTPUT	DROPPED
RPBPCKGO - PACKAGING EXTRACT		INPUT 00	30	30	
PGM RPBAWRD - PACKAGING REPORT		OUTPUT 00		22	
PGM RPB Fund - PACKAGING FUND REPORT		OUTPUT 00		12	

PRINTER NO - STAT	LINES PRINTED	PAGES PRINTED
02 00	72	2
03 00	25	2

NORMAL END OF PROGRAM

Disbursement Process (RPEDISB)

Description The RPEDISB program performs the disbursement process in either batch or online mode. The Disbursement Report is a control report that is produced when you perform the Disbursement process.

The Disbursement process performs several functions:

- It passes the amount of deferred financial aid available to an applicant within a specific term to Banner Student. This is displayed as a memo transaction in the Student Billing module.
- It passes the amount of financial aid available to be disbursed to an applicant within a specific term to Banner Student. This is displayed as an authorization in the Student Billing module.
- It passes the amount of financial aid scheduled to be disbursed to an applicant within a specific term to Banner Student. All scheduled disbursements with a date less than or equal to the processing date that have not been disbursed will be processed. These are displayed as payment transactions in the Student Billing module.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Process Indicator	Yes	Must be <i>B</i> when running in batch mode.	<i>B</i> Batch
	Term Code	Yes	Enter a valid and active term code.	Financial Aid Term Code Inquiry form (ROITERM)
	Applicant ID	No	Valid applicant ID (only for the online process)	NULL Applicant ID
	Action Indicator	No	Normal or Final	<i>N</i> Normal (default) <i>F</i> Final (can only select in batch mode)
	Fund Code	No	Enter a valid fund code.	Fund Base Data form (RFRBASE)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sort Sequence Indicator	No	ID or Name.	<i>I</i> ID (Batch only) <i>N</i> Name (Batch only) (default)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Not used at this time			
	User ID	No	The ID of the person using the sub-population rules.	
	Pell Report Type	No	The Pell report option that determines types of reports produced.	<i>B</i> Both Reports (default) <i>G</i> Greater (Award > Disb) <i>L</i> Less (Award < Disb) <i>N</i> No Report
	Disb Report Type	No	The type of disbursement report to be produced.	<i>C</i> Combined (by student) (default) <i>N</i> No Report <i>R</i> Rejected Disb Only <i>S</i> Separate Reject & Disb Act.

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Disb Report Sort	No	The sort order to be used for the Disbursement report.	<i>F</i> Fund (within fund by name) (default) <i>R</i> Reject/Warning message <i>T</i> Fund Type
	Print Report	No	The value that you enter for this parameter determines the report output.	<i>Y</i> Create Disbursement Report (default) <i>N</i> Do not print the Disbursement Report

Student Aid Disbursement Report - Sorted by Reject/Warning Message

24-AUG-2006 10:42:00
 AID YEAR: 0607 2006-2007 Aid Year
 TERM CODE: 200710 Fall 2006

BANNER University STUDENT AID DISBURSEMENT REPORT COMBINED ACTIVITY

PAGE 1
 RPBDISB

COMMENT

-----	STUDENT	-----							
ID	NAME	FUND	DESCRIPTION	AWARD AMT	ENROLLMENT HRS	MEMOED	AUTHORIZED	DISBURSED	ADJ
An accepted PLUS MPN is required.									
179400052	Brenner, Carlos	DGPLUS	DL Grad Plus	2500.00	12.000	2463.00	.00	.00	
COMMENT TOTALS						2,463.00	.00	.00	
RECORD COUNT									1
Award has been canceled or declined.									
179400030	Arthur, Darby	MGPLUS	Manual Gradu	.00	12.000	.00	.00	.00	
179400006	Ford, Freddy F	HALLE	Halle Instit	.00	12.000	.00	.00	.00	
179400008	Ford, Harvey H	HALLE	Halle Instit	.00	12.000	.00	.00	.00	
179400009	Janson, Irene	HALLE	Halle Instit	.00	12.000	.00	.00	.00	
179400012	Twyne, Larry	HALLE	Halle Instit	.00	12.000	.00	.00	.00	
179400020	Young, Terry	MGPLUS	Manual Gradu	.00	9.000	.00	.00	.00	
COMMENT TOTALS						.00	.00	.00	
RECORD COUNT									6
Disbursement exceeds endorsed amount.									
179400055	Wood, Harley	DGPLUS	DL Grad Plus	2500.00	12.000	2463.00	.00	.00	
COMMENT TOTALS						2,463.00	.00	.00	
RECORD COUNT									1
Must have a Pell disbursement.									
179400008	Ford, Harvey H	SMART	National SMA	2000.00	12.000	2000.00	.00	.00	
COMMENT TOTALS						2,000.00	.00	.00	
RECORD COUNT									1
Must have a signed promissory note.									
179400007	Ford, Gertrude G	DIRECT	Federal Dire	500.00	12.000	493.00	.00	.00	
179400008	Ford, Harvey H	DIRECT	Federal Dire	500.00	12.000	493.00	.00	.00	
179400020	Young, Terry	DIRECT	Federal Dire	1312.50	9.000	1294.00	.00	.00	

Student Aid Disbursement Report - Sorted by Fund

24-AUG-2006 10:44:18		BANNER University				PAGE 1	
AID YEAR: 0607 2006-2007 Aid Year		STUDENT AID DISBURSEMENT REPORT				RPBDISB	
CODE: 200710 Fall 2006		COMBINED ACTIVITY				TERM	
FUND	DESCRIPTION						
-----	STUDENT -----						
ID	NAME	AWARD AMT	ENROLLMENT	MEMOED	AUTHORIZED	DISBURSED ADJ	COMMENT
ACG	Academic Competitiveness Grant						
179400009	Janson, Irene	375.00	12.000	375.00	.00	.00	Requires rigorous high school prog.
	FUND TOTALS	375.00		375.00	.00	.00	
	RECORD COUNT	1					
DGPLUS	DL Grad Plus loan						
179400052	Brenner, Carlos	2500.00	12.000	2463.00	.00	.00	An accepted PLUS MPN is required.
179400051	Ford, Fionna S	5000.00	9.000	4925.00	.00	.00	PLUS credit check not approved.
179400055	Wood, Harley	2500.00	12.000	2463.00	.00	.00	Disbursement exceeds endorsed amt.
179400020	Young, Terry	500.00	9.000	.00	493.00	.00	Unpaid Direct Loan disbursements.
	FUND TOTALS	10500.00		9851.00	493.00	.00	
	RECORD COUNT	4					
DIRECT	Federal Direct Stafford Loan						
179400030	Arthur, Darby	500.00	12.000	.00	493.00	.00	Unpaid Direct Loan disbursements.
179400006	Ford, Freddy F	500.00	12.000	.00	493.00	.00	Unpaid Direct Loan disbursement.
179400007	Ford, Gertrude G	500.00	12.000	493.00	.00	.00	Must have a signed promissory note.
179400008	Ford, Harvey H	500.00	12.000	493.00	.00	.00	Must have a signed promissory note.
179400009	Janson, Irene	500.00	12.000	500.00	.00	.00	No loan disbursement records.
179400012	Twyne, Larry	500.00	12.000	500.00	.00	.00	No loan disbursement records.
179400020	Young, Terry	1312.50	9.000	1294.00	.00	.00	Must have a signed promissory note.
	FUND TOTALS	4312.50		3280.00	986.00	.00	
	RECORD COUNT	7					
DLPLUS	Federal Direct Parent Loan						
179400008	Ford, Harvey H	500.00	12.000	488.00	.00	.00	PLUS credit check not approved.
179400009	Janson, Irene	500.00	12.000	500.00	.00	.00	No loan disbursement records.
179400012	Twyne, Larry	500.00	12.000	.00	.00	.00	Outstanding fund requirements.
	FUND TOTALS	1500.00		988.00	.00	.00	
	RECORD COUNT	3					

Student Aid Disbursement Report - Sorted by Fund Type

24-AUG-2006 10:47:16			BANNER University				PAGE	1	AID
YEAR: 0607 2006-2007 Aid Year			STUDENT AID DISBURSEMENT REPORT				RPBDISB	TERM CODE:	
200710 Fall 2006			COMBINED ACTIVITY						
GRNT Grant									
FUND		DESCRIPTION							
----- STUDENT -----									
ID	NAME	AWARD AMT	ENROLLMENT	MEMOED	AUTHORIZED	DISBURSED	ADJ	COMMENT	
ACG	Academic Competitiveness Grant								
179400009	Janson, Irene	375.00	12.000	375.00	.00	.00		Requires rigorous high school prog.	
FUND TOTALS		375.00		375.00	.00	.00			
RECORD COUNT		1							
PELL	Federal Pell Grant								
179400008	Ford, Harvey H	2025.00	12.000	2025.00	.00	.00		Outstanding fund requirements.	
FUND TOTALS		2025.00		2025.00	.00	.00			
RECORD COUNT		1							
SMART	National SMART Grant								
179400008	Ford, Harvey H	2000.00	12.000	2000.00	.00	.00		Must have a Pell disbursement.	
FUND TOTALS		2000.00		2000.00	.00	.00			
RECORD COUNT		1							
FUND TYPE TOTALS		4400.00		4400.00	.00	.00			

Packaging Process (RPEPCKG)

Description The Packaging process performs packaging in either batch or online mode. You can also run the Packaging process in simulated packaging or actual packaging mode.

Simulated Packaging

In Simulated mode, the simulation results appear in the output from the process, and the student's actual award is unaffected. First, the **Action Indicator** on the GJAPCTL form for this process must be set to *S* (Simulation). In simulated packaging, online results cannot be viewed as the database is not being updated. Also in simulation, if the fund runs out of money, the fund will continue to be packaged. The amount of insufficient funds will then be indicated in a separate column on the fund report.

Actual Packaging

In order to run actual packaging, the **Action Indicator** on the GJAPCTL form for this process must be set to *A for Actual*. The actual packaging mode will go through the initialization process, then the packaging process, and then it will post the packaged awards to the student's award record. Following the actual packaging routine, the applicant award report can be run to show the packaged awards in order by student (rpbawrd.lis).

In order for successful batch packaging, an applicant must:

1. Have a **Packaging Date** that is not populated (RPAAWRD or RPAAPMT).
2. Not have any outstanding tracking requirements that prevent packaging (RPAAREQ).
3. Have a packaging group (RPAAWRD or RPAAPMT).
4. Meet all Award Validation Rules. The fund must also meet any locally developed rules on the RORRULE form such as a Fund Award Rule or Packaging Group Fund Award Rule.

Simulation Packaging for Applicants Already Packaged (for Repackaging Purposes)

You can run the Packaging Process in Simulation mode for applicants who have already been packaged (the **Packaging Date** does contain a date) if you set the Ignore Package Complete Date parameter to Y (Yes). This allows you to review the impact of repackaging applicants prior to actually repackaging.

Running the RPEPKG Process

When you run the RPEPKG process, the packaging process run is based on the mode identified in GJAPCTL. Set the **Action Indicator** to *S* for Simulation mode or *A* for Actual mode. Do not run the Initialization (RPEPINT) and Packaging (RPEPKG) processes separately. When you run RPEPKG, the process automatically calls and runs the RPEPINT process. Running these processes will produce the rpepkg.log file. Check this file for error messages to ensure that the processes were completed successfully. Use the Print Report parameter to select your report output prior to the process run.

The possible packaging reports created by this process when the Action Indicator is set to either A (Actual) or S (Simulated) includes the following:

- rpbawrd.lis – Packaging Award Report
- rpbfund.lis – Packaging Fund Report



Note

Although you are no longer required to use the Packaging Print Process (RPBPDRV) during a normal run of the RPEPKG Process, you can use RPBPDRV to reprint existing extract files.

RPBPDRV requires that the *rpepkg.ext* file is present in your jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpepkg_job#.ext* you want to report on to *rpepkg.ext*. You can run RPBPDRV on any *rpepkg_job#.ext* you want as long as you rename the file. ■

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Process Indicator	Yes	Online or Batch Packaging.	<i>O</i> Online <i>B</i> Batch (default)
	Action Indicator	Yes	Actual or Simulated Packaging.	<i>A</i> Actual <i>S</i> Simulation
	Applicant ID	No	Valid applicant ID (online process only).	Person Search form (ROAIDEN)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Packaging Group Code	No	Valid packaging group code (batch process only).	Packaging Group Validation form (RTVPGRP)
	Application Code	No	Application code of the population selection.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection.	
	Creator ID	No	The Banner ID of the person that created the population selection.	
	User ID	No	The ID of the person using the sub-population rules.	
	Ignore Package Complete Date	No	Ignore the packaging complete date when you run packaging in simulation mode.	<i>Y</i> = Yes <i>N</i> = No (default)
	Print Report	No	The value that you enter for this parameter determines the report output.	<i>A</i> Award Detail Listing Only <i>B</i> Both the Award Detail and Fund Summary Report <i>F</i> Fund Summary Report <i>N</i> Do Not Print a Report

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Ignore Tracking Requirements	Yes	<p>Ignore tracking requirements when you run packaging in simulation mode? (This parameter is only valid if the Action Indicator is set to <i>S</i> (Simulated Packaging)).</p> <p>Simulated Packaging when executed with the Ignore Tracking Requirements parameter set to <i>Y</i>, will evaluate the applicant's eligibility for all funds defined for the packaging group.</p> <p>When Simulated Packaging is executed with the Ignore Tracking Requirements parameter set to <i>N</i>, or when Actual Packaging is executed, the RPEPCKG process requires at least one fund in the packaging group on RPRGFND have the Override Requirement set to <i>Y</i> on RFRMGMT for eligibility for the funds to be evaluated for the applicant; an error message will be printed in the output that <i>Applicant Has Outstanding Requirements</i> as appropriate for the funds evaluated and the Packaging Complete Date will not be populated for Actual Packaging in this case. If at least one requirement has the Override Requirement set to <i>Y</i> on RFRMGMT, the packaging process will only package funds where the override requirement is set to <i>Y</i> on RFRMGMT.</p>	<p><i>Y</i> (Yes, ignore tracking requirements.)</p> <p><i>N</i> (No, do not ignore tracking requirements.)</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Award Exhausted Fund Option	Yes	<p>Provides the option of awarding or not awarding a fund that has been exhausted during simulated packaging. (This parameter is only valid if the Action Indicator is set to <i>S</i> (Simulated Packaging).</p> <p>Award Exhausted Fund Option Set to Y (Yes)</p> <p>In Simulated Packaging with the Award Exhausted Fund Option set to <i>Y</i> (Yes), if a fund runs out of available money during packaging, the system:</p> <ul style="list-style-type: none"> • Displays the amount that the system attempted to package on the RPB Fund report under the <i>INSUFFICIENT</i> column heading. • Reports the amount on the RPB Award report as being awarded (validated) and adds it to the awarded totals. • Creates the RPT Award Temporary Award record with the validated amount. <p>Award Exhausted Fund Option Set to N (No)</p> <p>In Simulated Packaging with the Award Exhausted Fund Option set to <i>N</i> (No), if a fund runs out of available money during packaging, the system:</p> <ul style="list-style-type: none"> • Displays the amount that the system attempted to package on the RPB Fund report under the <i>INSUFFICIENT</i> column heading. • Displays a <i>Money not available for fund</i> message on the RPB Award report. • Does not create an RPT Award Temporary Award record. 	<p><i>Y</i> (Yes, award the exhausted fund.)</p> <p><i>N</i> (No, do not award the exhausted fund.)</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Calculate Pell Award	Yes	Provides the option of calculating a Pell award. Note: If you run RPEPCKG in Actual mode, an actual Pell award is calculated. If you run RPEPCKG in Simulated mode, a simulated Pell award is calculated.	<i>Y</i> (Yes, calculate Pell award.) <i>N</i> (No, do not calculate Pell award.)

Pell Calculation Process (RPEPELL)

Description The Pell Calculation process performs the following functions:

- Calculates a Pell award based on the Pell Grant Payment Schedule table (RORPELL). Pell awards are calculated outside of the normal Packaging process, due to their special requirements.
- This process uses either the estimated enrollment level reported by an applicant or a default enrollment level for all applicants, as defined on the Packaging Options table (RPBOPTS).
- Online, the Pell Awarding process is performed whenever the Pell EFC, the Pell budget, the estimated enrollment level or the aid period changes for an applicant.
- In batch mode, all applicants with records on the Applicant Status table (RORSTAT) will be processed.
- Since the Pell award is considered estimated until a valid SAR is received, the system automatically accepts the award when a valid SAR receipt is recorded. A Pell award cannot be accepted manually. The system uses the offered award status and the accepted award status as defined on the Fund Aid Year Specific Data table (RFRASPC).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Process Indicator	Yes	Online or Batch operation.	<i>O</i> Online <i>B</i> Batch (default)
	Applicant ID	No	Valid applicant ID (online process only).	Person Search form (ROAIDEN)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry form (GLIAPPL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	User ID	No	ID of the person creating the sub-population rules.	

Pell Calculation Process Sample

07-JUN-2003 01:48:49	SunGard Higher Education Development	PAGE
1		
AID YEAR: 0203 Aid Year 2002-2003	PELL CALCULATION REPORT	RPEPELL
	* * * REPORT CONTROL INFORMATION * * *	
AID YEAR : 0203 Aid Year 2002-2003		
PROCESS INDICATOR : B BATCH PROCESSING		
APPLICATION ID : FINAID		
SELECTION ID : MAG		
CREATOR ID : MGALELLA		
RECORD COUNT : 15		
NORMAL END OF PROGRAM		

Batch Initialization Process (RPEPINT)

Description The Batch initialization process creates records in tables required for the Packaging process (RPEPCKG) in either batch or online mode. This process produces the Batch Initialization Report which indicates the aid year, process indicator (batch or online), action indicator (actual or simulation packaging), and the number of records involved in the initialization process.



Note

This initialization process is run when you execute the RPEPCKG process. You should not execute the RPEPINT Process as a separate process. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Process Indicator	Yes	Online or Batch.	<i>O</i> Online <i>B</i> Batch (default)
	Action Indicator	Yes	Actual or Simulated Packaging.	<i>A</i> Actual <i>S</i> Simulation
	Applicant ID	No	Valid applicant ID (online process only).	Aid Year Inquiry form (ROIAIDY)
	Packaging Group Code	No	Valid packaging group code (batch process only).	Packaging Group Validation form (RTVPGRP)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry form (GLIAPPL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)

Batch Initialization Process Sample

10-DEC-03 04:43:37	Banner University	PAGE 1
AID YEAR: 0203 Aid Year JUL 2002 - JUN 2003	PACKAGING INITIALIZATION REPORT	RPEPINT
* * * REPORT CONTROL INFORMATION * * *		
AID YEAR : 0203 Aid Year JUL 2002 - JUN 2003		
PROCESS INDICATOR : B BATCH PROCESSING		
ACTION INDICATOR : A ACTUAL PACKAGING		
RECORD COUNT : 0		
NORMAL END OF PROGRAM		

Web Applicant Info Process (RPPINFO)

Description This new report was added to provide you with the data that was submitted from Self-Service that exists in the RPRINFO table (RPAINFO form). Using the parameter options, you have the ability to select the type of records as well as the status (Non-Reviewed, Pending, Reviewed, All) to be reported. You may also stipulate records by date range.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Valid/Active Aid Year Code	LOV: ROIAIDY
	Record Type	Yes	Record Type; [L]All Records, (R)esources, (A)ward, (Q)uestions	<i>L</i> Report All Records (default) <i>R</i> Outside Resource Information <i>A</i> Award Information <i>Q</i> Question Responses
	Review Status	Yes	Review Status; [L} All Records, (R)eviewed, (N)on-reviewed, (P)ending	<i>R</i> Process Reviewed Records <i>N</i> Process Non-Reviewed Records <i>P</i> Process Pending Records <i>L</i> Process All Records (default)
	Resource Records to Select	No	Resource Records to Select; (A)ll, (N)on-updated, (U)pdated, or Blank	<i>A</i> Select All Records <i>N</i> Select Non-updated Records <i>U</i> Select Updated Record
	Beginning Date	No	Enter a beginning create date for records to select.	
	Ending Date	No	Enter an ending create date for records to select.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sort Order	Yes	Sort report by [N]ame, (I)d, (R)evue status,/Name, or (S)Review status/ID.	N Name (default) I ID R Review status, Name S Review status, ID
	Application ID	No	General area for which the selection was defined.	LOV: GLIAPPL
	Selection ID	No	Code that identifies the sub-population to work with.	LOV: GLISLCT form
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Web Applicant Info Purge Process(RPPPINF)

Description This process provides you with the ability to purge records from data submitted by the student through Self-Service that is stored in the RPRINFO table.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Valid Aid Year Code	LOV: ROIAIDY
	Record Type	Yes	Record Type; [L]All Records, (R)esources, (A)ward, (Q)uestions	<i>L</i> All Records (default) <i>R</i> Outside Resource Information <i>A</i> Award Information <i>Q</i> Question Responses
	Review Status	Yes	Review Status; (L)All Records, [R]eviewed, (N)on-reviewed, (P)ending	<i>R</i> Purge Reviewed Records (default) <i>N</i> Purge Non-Reviewed Records <i>P</i> Purge Pending Records <i>L</i> Purge All Records
	Resource Records to Purge	No	Resource Records to Purge; (A)ll, (N)on-updated, (U)pdated, or Blank	<i>A</i> Purge All Records <i>N</i> Purge Non-updated Records <i>U</i> Purge Updated Records
	Beginning Date	No	Enter a beginning create date for records to select.	
	Ending Date	No	Enter an ending create date for records to select.	
	Print Purged Records	Yes	Print Purged Records; [Y]es, (N)o	<i>Y</i> Print Purged Records (default) <i>N</i> Do Not Print Purged Records

Parameters (continued)				
Name	Required?	Description	Values	
Sort Order	Yes	Sort report by [N]ame, (I)d, (R)evuew status,/Name, or (S)Review status/ID.	<i>N</i>	Name (default)
			<i>I</i>	ID
			<i>R</i>	Review status, Name
			<i>S</i>	Review status, ID
Application ID	No	General area for which the selection was defined.	LOV: GLIAPPL	
Selection ID	No	Code that identifies the sub-population to work with.	LOV: GLISLCT	
Creator ID	No	The ID of the person creating the sub-population rules.		
User ID	No	The ID of the person using the sub-population rules.		

Applicant Disbursement Report (RPRADSB)

Description The Applicant Disbursement Report provides detailed information on applicant disbursements.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Term Code	No	Enter a valid and active term code.	Financial Aid Term Code Inquiry form (ROITERM)
	Disbursement Date	No	If you enter a disbursement date for this parameter, the system prints all payments made on or after this parameter date. It uses the payment date, rather than the scheduled date.	DD-MMM-YYYY format
	Sorting Option	No	The available sort options for this report are:	<div>1 Name (default)</div> <div>2 ID</div> <div>3 Fund - Name</div> <div>4 Fund - ID</div>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Fund Code	No	Disbursement info for the listed items will be printed.	Fund Base Data form (RFRBASE)
	User ID	No	ID of the person creating the sub-population rules.	

Applicant Disbursement Report Sample

31-MAY-2003 09:38:25		SunGard Higher Education Development				RPRADSB				PAGE 1
AID YEAR: 0203 Award Year 2002-2003		Applicant Disbursement Report								
ID	NAME FUND	DESCRIPTION	ACPT AMT	PK LD	SCHEDULED DATE	<----- DISBURSEMENT ----->				
						AR	TRAN NO.	DATE	AMT	LD OPT
181030503	Magrone Brian, A									
200310	PELL	Federal Pell Grant	.00	1	22-APR-2003		1	23-APR-2003	1,675.00	1 A
181030504	Magrone Daniel, B									
200310	PELL	Federal Pell Grant	.00	1	22-APR-2003		1	23-APR-2003	1,729.00	1 A
181030505	Magrone Aaron, C									
200310	PELL	Federal Pell Grant	.00	1	22-APR-2003		1	23-APR-2003	1,837.00	1 A
181030506	Silvaint Kevin, Y									
200310	PELL	Federal Pell Grant	.00	1	22-APR-2003		1	23-APR-2003	1,725.00	1 A
TOTAL AMOUNT			.00						6,966.00	
STUDENT COUNT			4							

31-MAY-2003 09:38:25
AID YEAR: 0203 Award Year 2002-2003

SunGard Higher Education Development
Applicant Disbursement Report

PAGE 2
RPRADSB

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPRADSB
VERSION#: (6.0)
REPORT SEQUENCE NUMBER: 789311
AID YEAR: 0203
TERM CODE:
FUND CODE:
DISBURSEMENT DATE:
SORTING OPTION: 2
APPLICATION ID: FINAID
SELECTION ID: 0203_APPS
CREATOR ID: SMAGRONE
USER ID: SMAGRONE
LINE COUNT: 55

RECORD COUNT: 4

Award and Disbursement Report (RPRAWDB)

Description This report prints the summary by fund of the accepted amount, memoed amount, authorized amount, and disbursed amount.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Term Code	No	Disbursement information for the listed items will be printed.	Financial Aid Term Code Inquiry form (ROITERM)
	Fund Code	No	Enter a valid fund code. The system accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
	Sorting Option	No	The available sort options for this report.	<i>I</i> ID - Term - Fund <i>N</i> Name - Term - Fund (default)
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	

Award and Disbursement Report Sample

06-AUG-2003 16:08:55		SunGard Higher Education Development				PAGE 1
AID YEAR: 0304 Award Year 2003 - 2004		STUDENT AWARD AND DISBURSEMENT REPORT				RPRAWDB
TERM CODE: 200110 Fall 2003						
ID	NAME FUND	DESCRIPTION	ACPT AMT	MEMO'D	AUTHORIZED	DISBURSED
058643000	Abell, Heather L					
	PELL	Federal Pell Grant	1,650.00	.00	.00	.00
	SEOG	Federal Supplemental Grant	500.00	.00	.00	.00
		TERM TOTAL	2,150.00	.00	.00	.00
		STUDENT TOTAL	2,150.00	.00	.00	.00
698765432	Anderson, Albert J					
	PELL	Federal Pell Grant	1,125.00	.00	.00	.00
179400020	Another1, test1					
	PELL	Federal Pell Grant	1,650.00	.00	.00	.00
601000001	Aston, Arnold Ashley					
	PELL	Federal Pell Grant	525.00	.00	.00	.00
107700034	Baars, Amy					
	PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00
107700032	Baars, Ariana					
	PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00
107700011	Baars, Barney					
	PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00

06-AUG-2003 16:08:55
AID YEAR: 0304 Award Year 2003 - 2004

SunGard Higher Education Development
STUDENT AWARD AND DISBURSEMENT REPORT

PAGE 2
RPRAWDB

TERM CODE: 200110 Fall 2003

ID	NAME FUND	DESCRIPTION	ACPT AMT	MEMO'D	AUTHORIZED	DISBURSED
107700008	Baars, Gollum PELL	Federal Pell Grant	1,650.00	.00	.00	.00
107700036	Baars, John PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00
107700003	Baars, Julie PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00
107700001	Baars, Luis L PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00
107700037	Baars, Maria PELL	Federal Pell Grant	1,650.00	.00	.00	1,650.00

06-AUG-2003 16:08:55
AID YEAR: 0304 Award Year 2003 - 2004

SunGard Higher Education Development
STUDENT AWARD AND DISBURSEMENT REPORT

PAGE 17
RPRAWDB

TERM CODE:

ID	NAME FUND	DESCRIPTION	ACPT AMT	MEMO'D	AUTHORIZED	DISBURSED
		TOTAL AMOUNT	269,258.00	16,884.00	16,150.00	112,330.00
		STUDENT COUNT	179			

06-AUG-2003 16:08:55
AID YEAR: 0304 Award Year 2003 - 2004

SunGard Higher Education Development
STUDENT AWARD AND DISBURSEMENT REPORT

RPAWDB PAGE 18

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPAWDB
VERSION#: (6.0)
REPORT SEQUENCE NUMBER: 750137
AID YEAR: 0304
TERM CODE: 200110
FUND CODE: SEOG
FUND CODE: PELL
SORTING OPTION: N
APPLICATION ID:
SELECTION ID:
CREATOR ID:
USER ID:
LINE COUNT: 55
RECORD COUNT: 204

Applicant Award Report (RPRAWRD)

Description The Applicant Award Report provides detailed information on applicant awards.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Fund Code	No	Enter a valid fund code. Banner accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
	Term Code	No	Enter a valid and active term code. Banner accepts a single term code or a multiple number of term codes for this report parameter.	Financial Aid Term Code Inquiry form (ROITERM)
	Sort Option	No	The available sort options for this report.	<div>1 Name (default)</div> <div>2 ID</div> <div>3 Fund Name</div> <div>4 Fund ID</div>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	Term Print Option	No	Print Term Data.	<i>Y</i> Print (default) <i>N</i> Suppress printing of Term Data

Applicant Award Report Sample

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

PAGE 1
RPRAWRD

ID: 181030501 NAME: Magrone, Melanie N

			AID PERIOD: FA/SPR		FM GROSS NEED: 11316.00		IM GROSS NEED:			
			PACKAGE GROUP:		FM UNMET NEED: 9216.00		IM UNMET NEED:			
			PACKAGE DATE:							
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
DIRECT	ACPT	Accepted	14-MAY-2002	14-MAY-2002	M N	2000.00	2000.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	1000.00	1000.00		
			200320	50.000	N	15-FEB-2003	1000.00	1000.00		
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00		
			200320	50.000	N	15-FEB-2003	50.00	50.00		
FUND TOTALS:						2100.00	2100.00			

ID: 181030502 NAME: Magrone, Jodi L

			AID PERIOD: FA/SPR		FM GROSS NEED: .00		IM GROSS NEED:			
			PACKAGE GROUP:		FM UNMET NEED: -100.00		IM UNMET NEED:			
			PACKAGE DATE:							
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00		
			200320	50.000	N	15-FEB-2003	50.00	50.00		
FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S N	.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	.00			

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

RPRAWRD PAGE 2

ID: 181030502 NAME: Magrone, Jodi L

FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002		S	N	.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT		
200320	50.000	N	15-FEB-2003		.00					
FUND TOTALS:							100.00	100.00		

ID: 181030503 NAME: Magrone, Brian A

AID PERIOD: FA/SPR FM GROSS NEED: .00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: -100.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00		
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT		
200310	50.000	N	15-OCT-2002		50.00	50.00				
200320	50.000	N	15-FEB-2003		50.00	50.00				
FUND CODE	AWARD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002		S	N	.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT		
200310	50.000	N	15-OCT-2002		.00					
200320	50.000	N	15-FEB-2003		.00					
FUND TOTALS:							100.00	100.00		

ID: 181030504 NAME: Magrone, Daniel B

AID PERIOD: FA/SPR FM GROSS NEED: .00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: -100.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00		

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

RPAWRD
PAGE 3

ID: 181030504 NAME: Magrone, Daniel B

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00			
			200320	50.000	N	15-FEB-2003	50.00	50.00			
FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S	N	.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	.00				
			200320	50.000	N	15-FEB-2003	.00				
FUND TOTALS:							100.00	100.00			

ID: 181030505 NAME: Magrone, Aaron C

AID PERIOD: FA/SPR			FM GROSS NEED:		.00		IM GROSS NEED:				
PACKAGE GROUP:			FM UNMET NEED:		-100.00		IM UNMET NEED:				
PACKAGE DATE:											
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00			
			200320	50.000	N	15-FEB-2003	50.00	50.00			
FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S	N	.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	.00				
			200320	50.000	N	15-FEB-2003	.00				
FUND TOTALS:							100.00	100.00			

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

RPAWRD PAGE 4

ID: 181030506 NAME: Magrone, Kevin Y

AID PERIOD: FA/SPR FM GROSS NEED: .00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: -100.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00			
			200320	50.000	N	15-FEB-2003	50.00	50.00			
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S	N	.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	.00				
			200320	50.000	N	15-FEB-2003	.00				
FUND TOTALS:							100.00	100.00			

ID: 181030507 NAME: Magrone, Jene11 M

AID PERIOD: FA/SPR FM GROSS NEED: 19950.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 15850.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00			
			200320	50.000	N	15-FEB-2003	50.00	50.00			
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S	N	4000.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	2000.00				

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

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RPRAWRD

ID: 181030507 NAME: Magrone, Jenell M

FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002		S	N	4000.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE			OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
200320	50.000	N	15-FEB-2003				2000.00			
FUND TOTALS:							4100.00	100.00		

ID: 181030508 NAME: Magrone, Christian R

FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
MERIT	OFRD	Offered	03-APR-2002	03-APR-2002	M	N	100.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE			OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
200310	50.000	N	15-OCT-2002				50.00			
200320	50.000	N	15-FEB-2003				50.00			
FUND TOTALS:							4100.00			

FUND CODE	AWARD OFRD	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002		S	N	4000.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE			OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
200310	50.000	N	15-OCT-2002				2000.00			
200320	50.000	N	15-FEB-2003				2000.00			
FUND TOTALS:							4100.00			

ID: 181030509 NAME: Magrone, Neggy

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00		

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXPIRE DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00		

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 20023-2004

SunGard Higher Education Development
Applicant Award Report

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ID: 181030509 NAME: Magrone, Neggy

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00			
			200320	50.000	N	15-FEB-2003	50.00	50.00			
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S	N	4000.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	2000.00				
			200320	50.000	N	15-FEB-2003	2000.00				
							4100.00	100.00			

FUND TOTALS:

ID: 181030510 NAME: Magrone, Collin C

AID PERIOD: FA/SPR FM GROSS NEED: 18271.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 15821.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
MERIT	ACPT	Accepted	03-APR-2002	03-APR-2002	M	N	100.00	100.00			
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	50.00	50.00			
			200320	50.000	N	15-FEB-2003	50.00	50.00			
FUND CODE	AWARD ACPT	STATUS	STATUS DATE	EXP DATE	SYS	LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD	Offered	22-MAY-2002		S	N	2350.00				
			TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
			200310	50.000	N	15-OCT-2002	1175.00				
			200320	50.000	N	15-FEB-2003	1175.00				
							2450.00	100.00			

FUND TOTALS:

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

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ID: 181030511 NAME: Magrone, Michael J

AID PERIOD: FA/SPR FM GROSS NEED: 7064.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 7064.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXP DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002	S N	.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
200310	50.000	N	15-OCT-2002		.00			
200320	50.000	N	15-FEB-2003		.00			
FUND TOTALS:					.00			

ID: 181030512 NAME: Magrone, Shannon M

AID PERIOD: FA/SPR FM GROSS NEED: 19950.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 15950.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXP DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002	S N	4000.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
200310	50.000	N	15-OCT-2002		2000.00			
200320	50.000	N	15-FEB-2003		2000.00			
FUND TOTALS:					4000.00			

ID: 181030513 NAME: Magrone, Jason M

AID PERIOD: FA/SPR FM GROSS NEED: 16330.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 12330.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXP DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD	Offered	22-MAY-2002	S N	4000.00			
TERM CODE	DIST. PCT	DISB FINAL	MEMO DATE	EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
200310	50.000	N	15-OCT-2002		2000.00			
200320	50.000	N	15-FEB-2003		2000.00			

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AID YEAR: 0304 Award Year 2003-2004

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Applicant Award Report

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ID: 181030513 NAME: Magrone, Jason M

FUND CODE	AWARD STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
FUND TOTALS:					4000.00			

ID: 181030514 NAME: Magrone, Caroline M

AID PERIOD: FA/SPR FM GROSS NEED: 6534.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 6534.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD Offered	22-MAY-2002		S N	.00				
		TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
		200310	50.000	N	15-OCT-2002	.00			
		200320	50.000	N	15-FEB-2003	.00			
FUND TOTALS:					.00				

ID: 181030515 NAME: Magrone, Kyle D

AID PERIOD: FA/SPR FM GROSS NEED: 19950.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 15950.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT	
PELL	OFRD Offered	22-MAY-2002		S N	4000.00				
		TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
		200310	50.000	N	01-OCT-2002	2000.00			
		200320	50.000	N	15-FEB-2003	2000.00			
FUND TOTALS:					4000.00				

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

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Applicant Award Report

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ID: 181030522 NAME: Magrone, Peter N

FUND CODE	AWARD STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
FUND TOTALS:					.00			

ID: 181030524 NAME: Magrone, Lea C

AID PERIOD: FA/SPR FM GROSS NEED: 19950.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 16600.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD Offered	22-MAY-2002		S N	3350.00			
		TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT
		200310	50.000	N	01-OCT-2002	1675.00		
		200320	50.000	N	15-FEB-2003	1675.00		
FUND TOTALS:					3350.00			

ID: 181030525 NAME: Magrone, Michael

AID PERIOD: FA/SPR FM GROSS NEED: 10450.00 IM GROSS NEED:
PACKAGE GROUP: FM UNMET NEED: 7100.00 IM UNMET NEED:
PACKAGE DATE:

FUND CODE	AWARD STATUS	STATUS DATE	EXPIRE DATE	SYS LOCK	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
PELL	OFRD Offered	22-MAY-2002		S N	3350.00			
		TERM CODE	DIST. PCT	DISB FINAL	MEMO EXP DATE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT
		200310	50.000	N	01-OCT-2002	1675.00		
		200320	50.000	N	15-FEB-2003	1675.00		
FUND TOTALS:					3350.00			

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

RPRAWRD
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FUND CODE	TITLE	OFFERED AMOUNT	ACCEPTED AMOUNT	DECLINED AMOUNT	CANCELLED AMOUNT
DIRECT	Federal Direct Stafford Loan	2000.00	2000.00		
MERIT	Merit Scholarship	1000.00	900.00		
PELL	Federal Pell Grant	36942.00			
FUND TOTALS		39942.00	2900.00	.00	.00

31-MAY-2003 09:44:45
AID YEAR: 0304 Award Year 2003-2004

SunGard Higher Education Development
Applicant Award Report

RPRAWRD
PAGE 12

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPRAWRD
VERSION #: (6.0)
PARAMETER SEQUENCE NUMBER: 789317
AID YEAR: 0304
REPORT SELECTION QUERY ID: 0304_APPS
APPLICATION CODE: FINAID
CREATOR ID: SMAGRONE
FUND CODE:
TERM CODE:
SORT OPTION: 2
TERM PRINT OPTION: Y
LINE COUNT: 55
STUDENT COUNT: 20

Award Cancellation Process Report (RPRCNCL)

Description The Award Cancellation Process Report produces a report that lists award offer and expiration dates. You can also use this process to cancel those awards which have been offered and/or accepted.

Parameters	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection.	
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Processing Option	Yes	Report only or Report and Cancel.	<i>C</i> Report and Cancel <i>R</i> Report Only (default)
	Cancel Award Status Code	Yes	The system uses this award status code to update the award status by indicating that the award has been canceled.	Award Status Validation form (RTVAWST)
	Processing Date	No	If you enter a processing date, the system cancels all awards that expired before this date. The award offer expiration date is defined in the Packaging Options section of the Packaging Options form (RPROPTS).	DD-MMM-YYYY format
	Sort Option	Yes	The available sort options for this report.	<i>I</i> ID <i>N</i> Name (default)
	Fund Option	Yes	The Fund Option parameter enables you to specify the most efficient means to include or exclude the cancellation of awards.	<i>A</i> Cancel All funds (default) <i>I</i> Use Include List <i>E</i> Use Exclude list

Parameters (cont)	Name	Required?	Description	Values
	Fund Code	No	This parameter enables you to list those fund codes that you either want to include or exclude from cancellation. The value that you enter for the Fund Option parameter determines how the system uses this list. You can enter multiple fund codes for this parameter.	Fund Base Data form (RFRBASE) You cannot enter Pell as a fund code for this parameter.
	Application ID	No	Application code of the population selection.	Application Inquiry form (GLIAPPL)
	Creator ID	No	The Banner ID of the person that created the population selection. .	
	Status Option	Yes	Determines if you are canceling awards in a status of <i>Offered</i> , <i>Accepted</i> , or both <i>Offered</i> and <i>Accepted</i> . When you cancel either <i>Offered</i> or <i>Accepted</i> awards, the Expiration Date on the RPAAPMT form must be prior to the date that you enter for the Processing Date parameter for the RPRCNCL Process.	<i>O</i> = Cancel offered awards (default) <i>A</i> = Cancel accepted awards <i>B</i> = Cancel both offered and accepted awards

Award Cancellation Process Report Sample

07-JUN-2003 02:16 PM AID YEAR: 0304 Aid Year 2003 - 2004			SunGard Higher Education Development AWARD CANCELLATION PROCESS REPORT			RPRCNCL PAGE 1	
STUDENT'S NAME	ID						
FUND CODE	TITLE	AMOUNT	OFFERED DATE	EXPIRATION DATE	CANCELLED ? (Y OR N)		
Harris, David	236010026						
STFD	Federal Stafford Loan	2,625.00	24-FEB-2003	24-FEB-2000	N		
	TOTAL	2,625.00					
Tatum, Joyce	902109029						
STFD	Federal Stafford Loan	5,500.00	27-MAY-2003	27-MAY-2000	N		
	TOTAL	5,500.00					

07-JUN-2003 02:16 PM
AID YEAR: 0304 Aid Year 2003 - 2004

SunGard Higher Education Development
AWARD CANCELLATION PROCESS REPORT

RPRCNCL PAGE 2

AWARD CANCELLATION SUMMARY

FUND CODE	TITLE	NUMBER OF AWARDS	TOTAL AMOUNT
STFD	Federal Stafford Loan	2	8,125.00

07-JUN-2003 02:16 PM
AID YEAR: 0304 Aid Year 2003 - 2004

SunGard Higher Education Development
AWARD CANCELLATION PROCESS REPORT

RPRCNCL PAGE 3

* * * REPORT CONTROL INFORMATION * * *

PRINT SELECTION	RPTNAME: RPRCNCL	REPORT SEQUENCE NUMBER: 176230
	VERSION: 6.0	
	IDENTIFIER:	
	APPLICATION:	
	CREATOR ID:	
	AID YEAR: 0304	

01

Direct Loan Compare Extract Process (RPRCP10)

Description The comparison software provided by the Department of Education to compare data from reports to data from an external database is part of *DL Tools for Windows* and can be downloaded at no cost from the <http://www.FSAdownload.ed.gov> website. Instructions for installing, using, and support of the *DL Tools for Windows* are provided in the Install Guide as part of the download.

The Direct Loan Compare Extract Process (RPRCP09) creates data files to import into the *DL Tools for Windows* software for comparing cash, loan, and disbursement records from Banner to the data received on the School Account Statement (SAS).

The Banner Direct Loan Compare Process (RPRCP09) provides a summary of cash records existing in Banner for the aid year. The process also enables you to extract the Banner data into three different files that you can import into the *DL Tools for Windows* software for comparison with the reports supplied by COD. The files produced by the RPRCP09 Process are:

- *DLEXCASH_jobnumber.TXT* — Provides cash detail records
- *DLEXLOAN_jobnumber.TXT* — Provides loan detail records
- *DLEXDISB_jobnumber.TXT* — Provides disbursement detail records



Note

SunGard Higher Education supports the generation of the *DLEXCASH*, *DLEXLOAN*, and *DLEXDISB* extract files. *DL Tools for Windows* is not supported by SunGard Higher Education. ■

The Direct Loan Compare Extract includes a Matching End Date parameter to correspond the data records extracted from Banner with the processing date of the School Account Statement data. It is advisable to import all Direct Loan Acknowledgement files prior to running the Direct Loan Compare Extract. You can then import the files into *DL Tools for Windows* and execute different comparison reports to identify discrepancies.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Application ID	No	Application ID of the population selection.	Application Inquiry form (GLIAPPL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection.	
	Creator ID	No	The ID of the person that created the population selection.	
	User ID	No	The ID of the person that ran the population selection.	
	Matching End Date	Yes	Enter the end date of the SAS report.	

Direct Loan Compare Extract Process Sample

17-FEB-2007 04:06:08 PM
Aid Year: 0809

BANNER University
2008-2009 Direct Loan Compare Extract

1
RPRCP09

Banner Cash Summary

Process Date : 31-JAN-2007
Beginning Balance : 0.00
Total Cash Receipts : 68888.00
Total Returns of Excess Cash : 55555.00
Cash On Hand : 13333.00
Total Actual Disbursements : 6771.00
Total Adjusted Disbursements : -700.00
Net Loan Detail : 6071.00
Ending Cash Balance : 7262.00
Net Unbooked : 11579.00
Adjusted Ending Cash Balance : -4317.00

17-FEB-2007 04:06:08 PM
Aid Year: 0506

BANNER University
2008-2009 Direct Loan Compare Extract

2
RPRCP09

CONTROL SUMMARY

Program Name : RPRCP09(8.1)
One up Number : 88281
Aid Year Code : 0809
Application Code : FINAID
Selection ID : SUE3
Creator ID : SLAIRD
User ID : SLAIRD
Matching End Date : 31-JAN-2008
Loan Detail File Name : /export/home/slaird/jobsub/DLEXLOAN_88281.TXT
Number of Loan Detail Records Extracted : 4
Cash Detail File Name : /export/home/slaird/jobsub/DLEXCASH_88281.TXT
Number of Cash Detail Records Extracted : 4
Disbursement Detail File Name : /export/home/slaird/jobsub/DLEXDISB_88281.TXT
Number of Disburse Detail Records Extracted : 9
Number of lines per page : 55

Total pages Printed : 2

***** END OF REPORT *****

Disbursement Schedule Date Update Process (RPRDDUP)

Description This new process updates the scheduled disbursement date for non-loan funds based on the +/- number of days which have been defined on the Default Award & Disbursement Rules form (RFRDEFA) and/or the Fund Award & Disbursement Rules form (RFRASCH). The process determines the student's earliest course start date. Courses which have been excluded due to course level or specific sections will not be used in the determination of the earliest course start date.

Scheduled disbursement dates for disbursements which have been paid or updated manually or by batch posting a disbursement date will not be updated.

If the **Resched Disb Date** indicator has been checked on ROAINST (that is, `ROBINST_RESCHED_DISB_DATE_IND = Y`), this process will be run as part of the Disbursement Process (RPEDISB). When run as part of the Disbursement Process (RPEDISB), the parameters for Aid Year, Term Code, Fund Code, and population selection entered for the Disbursement Process (RPEDISB) will be used.

The **Resched Disb Date** indicator *must* be checked on the ROAINST form (that is, `ROBINST_RESCHED_DISB_DATE_IND = Y`) for this process to reschedule the disbursement dates whether run as RPRDDUP or as part of RPEDISB.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Process Indicator	Yes	This is the Process indicator. Must be <i>B</i> when run in Batch mode.	
	Applicant ID	No	This is the Applicant ID. This parameter is used when the process is run online.	
	Term Code.	No	Enter the Term Code.	
	Fund Code	No	Enter the Fund Code.	

Parameters (cont)	Name	Required?	Description	Values
	Application ID	No	This is the Population Application Code for the Selection ID.	
	Selection ID	No	This is the Population Selection ID identifying the sub-population with which to work.	
	Creator ID	No	This is the creator of the Selection ID who created the sub-population rules	
	User ID	No	This is the ID of the person using the Selection ID rules.	

Disbursement Schedule Date Update Process Sample

23-SEP-2003 10:23:46 AM Aid Year: 0304	TESTING Banner University Disbursement Schedule Date Update	Page: 1
* * * REPORT CONTROL INFORMATION * * *		
Parameter Name	Value	
Program Name:	RPRDDUP(6.1)	
Parameter Seq No:	59221	
Aid Year Code:	0304	
Process Indicator:	B	
Applicant ID:		
Term Code:	200420	
Fund Code:	SEOG	
Fund Code:	MERIT	
Fund Code:	PELL	
Application ID:	FINAID	
Selection ID:	TEST	
Creator ID:	FAISUSR	
User ID:	FAISUSR	
Total Records Selected:	3	
***** END OF REPORT *****		

Promissory Note Manifest (RPRDLPM)

Description

This process selects executed paper versions of Direct Loan Master Promissory Notes (MPNs) for batching/ mailing to the COD. It prints a Manifest listing the Direct Loans that have had promissory notes signed and returned and have not been previously reported. The program creates a paper Manifest in the format specified in the *COD Technical Reference Manual*. The RPRDLPM Process collects a batch size as a parameter. This is the maximum number of promissory notes that you want to include in each batch.

The RPRDLPM process creates different batches for Stafford MPNs, Parent PLUS MPNs, and Grad PLUS MPNs. You must mail the Promissory Note Manifest with the paper copies of the signed promissory notes to COD for their approval/acknowledgement.

To be selected by this process the student's **School PN Status** must be set to *S (Signed/Returned)*, the promissory note **PN Document ID** must be blank, the **Prom Note Shipped** must be blank, and the **Origination Status** code must be either *A* (Accepted), *C* (Origination Accepted/Credit Accepted for PLUS), *X* (Accepted/Credit Pending for PLUS), or *D* (Accepted/Credit Denied for PLUS). Records with a *D* origination status will only be selected if they also have a **PLUS Credit Check Status** of *C* (Credit Override/New Info) or *E* (Credit Override/Endorser OK). These fields reside on the RPALORG form. Once the process has completed, the PN Document ID tied to the individual Manifest is populated on RPALORG. This ID matches the batch number recorded as the Document ID on the paper Manifest.

Signed electronic MPNs entered into Banner (the **School PN Status** is set to *E (E-MPN signed)*) are ignored by the RPRDLPM Process.

When COD receives the MPNs, COD edits the information on the notes against information from the matching origination record. If discrepancies are found, an error report is created and returned to the school. If COD does not yet have an origination record on file, the edits cannot be performed and it holds the note until the origination record is sent. To avoid this situation, Banner requires the transmission of the origination record and acceptance from COD before promissory notes can be sent on the Manifest.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE). However, Stafford and PLUS Loan funds cannot be combined in the same process.	Fund Base Data form (RFRBASE)
	Document Size (Number of Records)	Yes	The program collects a document size as a parameter. This is the maximum number of promissory notes to be included in each batch. Once that count is reached, the program terminates; even if there are additional promissory notes to process for the fund code. For example, if you have 150 promissory notes ready to send to COD and use a document size of 50, you will need to run the program 3 times to generate three sets with 50 notes in each set. COD has requested that schools send small sets of promissory notes; typically 50 to 100 per set. Document sizes should not exceed 100 MPNs. Parent PLUS loan, Grad PLUS loan, and Stafford loan promissory notes must be batched separately.	
	Resend Previous Document (Y, N)	No	Allows you to recreate previously transmitted manifest documents.	
	Previous Document ID	No	If the previous parameter is a Y, this parameter identifies which document to resend. The Response Document Type for the Document ID must be <i>PM</i> (Promissory Note Manifest).	COD Document Control form (REICODD)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application ID	No	Application ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and User ID parameters.	
	User ID	No	The Banner ID of the person that ran the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	
	Direct Loan School Code	No	<p>If you want to restrict the printing of a promissory note manifest to a specific campus, enter the Direct Loan School Code for that campus. This parameter restricts the process by campus code as determined by the School Code field on the main window of the Direct Loan Origination form (RPALORG). The value in the School Code field of the RPALORG form is populated by the Direct Loan Origination Process (RPRLORC) or manually updated prior to the extraction of the record.</p> <p>If you do not enter a value for this parameter, the process is not restricted by a school code and prints the manifest for all campuses. The process separates the manifest by campus code providing a page break between campuses.</p>	Direct Loan School Code

Batch Promissory Note Manifest (RPRDLPM.lis) sample

Report Date: 04/13/2007 U.S. DEPARTMENT OF EDUCATION Page: 1
Report Time: 12:18:57 Federal Direct Loan Program
Graduate/Professional PLUS Manifest
(ALL RECORDS) Sort: Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

PROMISSORY NOTE SHIPPING DOCUMENT ID: 2007-04-13T12:18:57.0012345678

BORROWER'S NAME	MPN ID
BORROWER'S CURRENT SSN	
-----	-----
RUCKER, TEST8005 F	517008005N08G80009001
517-00-8005	

NUMBER OF NOTES FOR SHIPPING: 1

I hereby certify that each student named on the enclosed applications/promissory notes is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type certified. I certify that each borrower is an eligible borrower in accordance with the Act and has been determined eligible for a loan in the amount certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each student has met the requirements of the Selective Service Act, that each student is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower, Student and School sections of the applications/promissory notes (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G80009 NAME: BANNER University

SIGNATURE: _____

FAA NAME: JAN LEVSEN

Report Date: 04/13/2007 U.S. DEPARTMENT OF EDUCATION Page: 1
Report Time: 12:18:57 Federal Direct Loan Program
PLUS Manifest
(ALL RECORDS) Sort: Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

PROMISSORY NOTE SHIPPING DOCUMENT ID: 2007-04-13T12:18:57.0112345678

BORROWER'S NAME	MPN ID
STUDENT'S NAME	
STUDENT'S CURRENT SSN	
-----	-----
Rucker, Parent1 P	517008003N08G80009001
RUCKER, TEST8003 A	
517-00-8003	

NUMBER OF NOTES FOR SHIPPING: 1

I hereby certify that each student named on the enclosed applications/promissory notes is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type certified. I certify that each borrower is an eligible borrower in accordance with the Act and has been determined eligible for a loan in the amount certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each student has met the requirements of the Selective Service Act, that each student is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower, Student and School sections of the applications/promissory notes (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G80009 NAME: BANNER University

SIGNATURE: _____

FAA NAME: JAN LEVSEN

Report Date: 04/13/2007 U.S. DEPARTMENT OF EDUCATION Page: 1
Report Time: 12:18:57 Federal Direct Loan Program
 Sub/Unsub Manifest
 (ALL RECORDS) Sort: Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

PROMISSORY NOTE SHIPPING DOCUMENT ID: 2007-04-13T12:18:57.0212345678

BORROWER'S NAME	MPN ID
STUDENT'S CURRENT SSN	
-----	-----
RUCKER, TEST8001 J	517008001M08G80009001
517-00-8001	
RUCKER, TEST8001 J	517008001M08G80009001
517-00-8001	

NUMBER OF NOTES FOR SHIPPING: 2

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type(s) awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for a Pell Grant has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the promissory notes/disclosures (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G80009 NAME: BANNER University

SIGNATURE:_____

FAA NAME: JAN LEVSEN

CONTROL SUMMARY

Program Name.....:	RPRDLPM
Version	7.8
Run Sequence Number.....:	185165
Aid Year Code	0809
Fund Code	DGPLUS
Fund Code	DLPLUS
Fund Code	DLUNSB
Fund Code	DIRECT
Batch Size	999
Resend Previous Batch	N
Previous Document ID	
Application ID	FINAID
Selection ID	MANUAL
Creator ID	DRUCKER
User ID	DRUCKER
Direct Loan School Code.....:	G80009
Number of lines per page	55
Total promissory notes processed	4

Disclosure Statement Print Process (RPRDSPT)

Description The Disclosure Statement Print Process (RPRDSPT) assists you in printing Disclosure Statements locally at your school. This process prints Disclosure Statements for Subsidized, Unsubsidized, Parent PLUS, and Grad PLUS loans. Parent PLUS Loan, Grad PLUS Loan, and Subsidized/Unsubsidized Loan Disclosure Statements must each be printed separately for the student. Each loan Disclosure Statement requires different information and uses a different report layout.



Note

If COD prints your Disclosure Statements, you should not run the Disclosure Print Process. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Number of Copies to be Printed	No	Determines the number of statements to print (1-9). Multiple notes are printed in succession.	
	Perm (P) or Local (L) Address	No	Determines which address to print. There are fields in RPRLAPP for both permanent and local addresses. If you set this parameter to use local addresses and no local address exists on RPALORG, the student's permanent address will be used.	
	Office Name	No	Use this parameter to enter the office name for the school information section of the statements.	
	Street Address	No	Use this parameter to enter the street address for the school information section of the statements.	
	City, State, Zip	No	Use this parameter to enter the city, state, and zip code for the school information section of the statements.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID, and User ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and User ID parameters.	User Identification Control form (GUAIDEN)
	User ID	No	The Banner ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and Creator ID parameters.	
	Reprint Previous Batch (Y/N)	No	Allows you to reprint statements from a specific batch.	
	Previous Batch Date	No	If you set the Reprint Previous Batch (Y/N) parameter to Y, enter a date to identify the batch to reprint.	
	Previous Batch Date/ Hour	No	If you set the Reprint Previous Batch (Y/N) parameter to Y and there was more than one batch printed on the date, enter the hour to identify the batch to reprint.	
	Previous Batch Date/ Minute	No	If you set the Reprint Previous Batch (Y/N) parameter to Y and there was more than one batch printed on the date and hour, enter the minute to identify the batch to reprint.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Laser Print Selection	No	Determines whether the output file created should have Postscript commands embedded for a laser printer (Y/N).	
	Direct Loan School Code	No	<p>If you want to restrict the printing of disclosure statements to a specific campus, enter the Direct Loan School Code for that campus. This parameter restricts the process by campus code as determined by the School Code field on the main window of the Direct Loan Origination form (RPALORG). The value in the School Code field of the RPALORG form is populated by the Direct Loan Origination Process (RPRLORC) or manually updated prior to the extraction of the record.</p> <p>If you do not enter a value for this parameter, the process is not restricted by a school code and prints all disclosure statements for all campuses.</p>	Direct Loan School Code

Disclosure Statement (RPRDSPT) Sample

BORROWER INFORMATION-----
1. Name and Address

Student, Test0001
4 Country View
Malvern, PA 19355

2. Date of Disclosure Statement

01/27/2009

3. Area Code/Telephone Number

SCHOOL INFORMATION-----

4. School Name and Address
BANNER University
Financial Aid Office
123 Main Street
Spring, TX 77388

5. School Code/Branch
G80006

LOAN INFORMATION-----

6. Loan Identification Number(s)	7. Loan Period(s)	8. Loan Fee %
xxxxx0001S09G80006001	09/01/2008 - 05/31/2009	2.500 %
xxxxx0001U09G80006001	09/01/2008 - 05/31/2009	2.500 %

9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.

Direct Gross Loan Amount - Loan Fee Amount + Interest Rebate Amount = Net Loan Amount
Unsubsidized \$ 555.00 - \$ 12.00 + \$ 8.00 = \$ 551.00
Loan

Your school plans to disburse the Net Loan Amount as follows:

Date	Net Disbursement Amount	Date Net Disbursement Amount
10/01/2008	\$ 276.00	
05/01/2009	\$ 275.00	

Disclosure Statement (RPRDSPT) Sample (continued)

BORROWER INFORMATION-----
1. Name and Address

Student, Test0001
4 Country View Road
Malvern, PA 19355

2. Date of Disclosure Statement

01/27/2009

3. Area Code/Telephone Number
() -

SCHOOL INFORMATION-----

4. School Name and Address
BANNER University
Financial Aid Office
123 Main Street
Spring, TX 77388

5. School Code/Branch
G80006

STUDENT INFORMATION-----

6. Student's Name
Student, Test0001
8. Student's Date of Birth
03/01/1990

7. Student's Social Security Number
xxx-xx-0001

LOAN INFORMATION-----

9. Loan Identification Number
xxxxx0001P09G80006001

10. Loan Period
09/01/2008 - 05/31/2009

11. Loan Fee %
4.000 %

12. Information about the loan that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.

Direct Gross Loan Amount - Loan Fee Amount + Interest Rebate Amount = Net Loan Amount
PLUS \$ 505.00 - \$ 20.00 + \$ 8.00 = \$ 493.00
Loan

Your school plans to disburse the Net Amount as follows:

Date	Net Disbursement Amount
12/12/2007	\$ 247.00
05/01/2009	\$ 246.00

2009-2010 Direct Loan Flat-File Upload (RPRDU10)

Description

While the majority of the records received by COD Full Participant schools are now in an XML format, there are still some records that are sent by COD in a flat-file format. Use the 2009-2010 Flat-File Upload Process to import these data files. This process updates the Banner Batch Control Directory Table and individual student records, where appropriate, with the processing information received from COD. The RPRDU09 Process supports the following COD fixed-length files:

- DSDF10OP — Disbursement Level Loan Detail School Account Statements (SAS)
- DSLF10OP — Loan Level Loan Detail School Account Statements (SAS)
- DECFENOP — Direct Loan Entrance Counseling Results
- DLFFEXOP — Direct Loan Exit Counseling Results
- MPNDISOP — MPN Discharge Report
- MPNINAOP — MPN Expired Report
- MPNEXPOP — MPNs Due to Expire Report

These files are downloaded from COD by using the Federal Communications Software (EDconnect). The RPRDU09 process uses these files as input data to update various records in the Banner database.

After downloading these response files from COD, you need to transfer the files to your mainframe. The data files should be transferred from your PC to your mainframe by using the binary transfer option in your transfer utility (FTP). ASCII transfers may alter the file slightly and make it impossible to be read by RPRDU09. However, on some platforms ASCII transfers work when the binary option does not.

All files should be placed in the same directory as your data load files. This should be the subdirectory of the directory referenced by the system variable \$DATA_HOME (for UNIX) or DATA\$HOME (for VMS). If you are running Banner on a UNIX machine, the data file names must be in lower case (i.e., dsdf09op.dat).

Before running RPRDU09 the data files must be named as follows:

- dsdf09op.dat — School Account Statement Loan Detail – Disbursement Level
- dslf09op.dat — School Account Statement Loan Detail – Loan Level
- decfenop.dat — Entrance Counseling Results files
- dlffexop.dat — Exit Counseling Results files

- mpndisop.dat — MPN Discharge Report
- mpninaop.dat — MPN Expired Report
- mpnexpop.dat — MPNs Due to Expire Report



Note

After downloading the data files with EDconnect, the file names may not match the above file names. The file names may be in the format dsdf09op.001, dsdf09op.002, etc. Only one file per type should be transferred to the data directory on your mainframe at a time. It is recommended that you keep all unique versions of these files on your PC as a backup. The files must be renamed as above after transferring them to your mainframe. This is necessary because RPRDU09 is searching for input files with those exact names. ■

The program will automatically process all the COD flat-file records it finds in the data directory that haven't already been processed. Each data file will have a header and a trailer record. The header record starts with "DL HEADER". After each data file is processed, the "DL HEADER" in the header record is changed to "PROCESSED". This indicates to the RPRDU09 process that the data file has already been processed and to not process it a second time.

School Code Matching

The Direct Loan School Code found in the header record will print out in the heading of the report. The Direct Loan School Code is used when processing the file. If there are any unrelated Direct Loan School Codes, those records are listed in the .log file as discrepant records. Discrepancies can arise in the loading of Statement of Account files and from unbooked disbursements. The report will not include any outstanding transactions on the system not matched by COD. It will only include transactions from RPRCASH where RPRCASH_SCHOOL_CODE matches the Direct Loan School Code from the header record or where the RPRCASH_SCHOOL_CODE is null.

When determining "Unbooked" loan transactions for the month ending, loans will only be included if the Direct Loan School Code matches the header school code.

Uploading of Entrance and Exit Counseling Results Files

The RPRDU09 Process loads both the Entrance and Exit Interview results files (*decfenop.dat/dlffexop.dat*) statement(s) to the Electronic Counseling Status form (RPILECS). Related tracking requirements are satisfied on the Applicant Requirements form (RRAAREQ) if the student has a ROASTAT record for the current year and the tracking requirement already exists on the RRAAREQ form. Exceptions that cannot be loaded will appear in the output files. Since the Entrance and Exit Interview information is not related to a particular loan or aid year, the data is loaded into the Direct Electronic Counseling Status (RPRLECS) table. There is also no MPN ID associated

with the files, so the borrower's social security number field is used to match the files to the correct student file. If no match is found for SPBPERS_SSN, SPRIDEN_ID, or RORSTAT_SAR_SSN, the data is not loaded to the table and an error message appears in the output files. Other logic within the program attempts to satisfy an entrance or exit counseling requirement code.

Uploading of School Account Statement (SAS) Files

RPRDU09 loads the information from the *dsdf09op.dat/dslf09op.dat* files. You have an option to select both message classes. Because they both contain some of the same shared information as previously noted for the same period of time, RPRDU09 handles the receipt and loading of both files without the creation of duplicate records. When RPRDU09 attempts to load the duplicate data that was already loaded via the first file, it writes a message to the output in the .log file indicating that the "Monthly/Year-to-date Cash and Disbursement Summaries were previously loaded via Batch No. xxxxxxxxxx" for that portion of the data that was previously loaded via the first file.

Uploading of MPN Files

RPRDU09 loads the information from the *mpndisop.dat* and *mpninaop.dat* files. These are non-aid year specific files that RPRDU09 processes and updates for any aid year where the MPN ID in the file exists in the Banner database. The *mpnexpop.dat* file is not loaded to the database as it reports MPNs that are about to expire rather than those that are already expired. A report is generated for this message class, along with the *mpndisop.dat* and *mpninaop.dat* message classes, to indicate if a match in the Banner database has been found and for what aid year. The file layout and report generated by RPRDU09 is the same for all three message classes.

Parameters	Name	Required?	Description	Values
	Print loan detail on SAS?	Yes	The Print Loan Detail on SAS? option is only used when you upload the School Account Statement reconciliation files (<i>dsdf09op.dat/dslf09op.dat</i>). If you set the Print Loan Detail on SAS? option to Y (Yes), the loan detail section is added to the report. If this option is set to N, the loan detail section of the report is not printed.	Y - <i>Yes, print the loan detail on the School Account Statement</i> N - <i>No, do not print the loan detail on the School Account Statement</i>

Parameters (cont)	Name	Required?	Description	Values
02	Grad PLUS Entrance Requirement	No	Enter the Grad PLUS Tracking Requirement Code.	LOV: RTVTREQ
03	Requirement Satisfied Status	No	Enter the Tracking Requirement Satisfied Status Code.	LOV: RTVTRST

Flat-File Upload Process - DLSAS

20-APR-2007 10:54:56 PM	Banner University	1
Aid Year: 0809	Direct Loan School Account Statement (DLSAS)	RPRDU09

YEAR-TO-DATE TOTAL		
Batch ID: AS5G8000620070415095118		
COD Process Date: 17-APR-2007		
School Code: G80006		
School Name: Banner University		
Month End: 16-APR-2007		
CASH SUMMARY		
Beginning Balance: \$ 65000		
Cash Receipts: \$ 50000		
Excess Cash Returned: \$ 10000		
Net Cash Receipts: \$ 4000		
Booked Disb. Actual: \$ 8000		
Booked Disb. Adjustments: \$ 4000		
Net Booked Detail: \$ 4000		
Ending Cash Balance: \$ 4000		

Total Unbooked Disb. Actual: \$ 2000		
Total Unbooked Disb. Adj: \$ 0		
Net Unbooked: \$ 2000		
Adjusted Ending Cash Balance: \$ 6000		

MONTHLY TOTAL

Batch ID: AS5G8000620070415095118

COD Process Date: 17-APR-2007

School Code: G80006

School Name: Banner University

Month End: 16-APR-2007

CASH SUMMARY

Beginning Balance: \$ 5512200

Cash Receipts: \$ 41230

Excess Cash Returned: \$ 0

Net Cash Receipts: \$ 54120

Booked Disb. Actual: \$ 6544

Booked Disb. Adjustments: \$ 3251

Net Booked Detail: \$ 54210

Ending Cash Balance: \$ 121111

Total Unbooked Disb. Actual: \$ 12111

Total Unbooked Disb. Adj: \$ 1211

Net Unbooked: \$ 21111

Adjusted Ending Cash Balance: \$ 54555

20-APR-2007 10:54:56 PM Banner University 3
 Aid Year: 0809 Direct Loan School Account Statement (DLSAS) RPRDU09

CASH DETAIL

COD Cash transactions not matched on system

Date	Type	Amount	COD Sequence
17-APR-2006	Receipt	2212	11 000000001543
17-APR-2006	Return	211	12 000000001122 0000001122111

Outstanding transactions on system not matched by COD

Date	Type	Amount
------	------	--------

Matched this month

Date	Type	Amount	COD Sequence
------	------	--------	--------------

20-APR-2007 10:54:56 PM Banner University 4
 Aid Year: 0809 Direct Loan School Account Statement (DLSAS) RPRDU09

LOAN DETAIL

COD Manual Adjustments month ending 16-APR-2007

Loan ID	Amount	Disb	Seq	Proc Date	COD Seq
511000003S09G80006001	597	01	01	17-APR-2007	13
511000003S09G80006001	597	02	01	17-APR-2007	14
511000003S09G80006001	496	02	02	17-APR-2007	15
511000004S09G80006001	296	01	01	17-APR-2007	16

20-APR-2007 10:54:56 PM Banner University 5
Aid Year: 0809 Direct Loan School Account Statement (DLSAS) RPRDU09

Booked loan transactions month ending 16-APR-2007

Student ID	Loan ID	Amount	Disb Seq	Proc Date	COD Seq
------------	---------	--------	----------	-----------	---------

0

Unbooked loan transactions month ending 16-APR-2007

Student ID	Loan ID	Amount	Disb	Seq	Feed Date	Status
162440045	162440045S09G80006001	493	1	1	15-MAR-2007	1
162440045	162440045U09G80006001	247	1	1	15-MAR-2007	1
162440054	162440054S09G80006001	493	1	1	15-MAR-2007	2
162440054	162440054U09G80006001	247	1	1	15-MAR-2007	2
209000009	209000009S09G80006002	1000	1	1	09-MAR-2007	S
209000009	209000009S09G80006002	1000	2	1	09-MAR-2007	S
530910005	530910005U09G53091001	1379	1	1	25-MAR-2007	A
530910006	530910006S09G53091002	985	1	1	23-MAR-2007	A
530910006	530910006U09G53091001	739	1	1	23-MAR-2007	A
530910006	530910006S09G53091002	985	2	1	25-MAR-2007	A
530910006	530910006U09G53091001	739	2	1	25-MAR-2007	A
530910007	530910007P09G53091001	975	1	1	23-MAR-2007	A
530910009	530910009U09G53091001	493	1	1	25-MAR-2007	A
530910009	530910009S09G53091002	1970	1	1	25-MAR-2007	A
530910009	530910009S09G53091001	2709	1	1	23-MAR-2007	A
530910009	530910009U09G53091001	1724	1	1	23-MAR-2007	A
530910009	530910009U09G53091001	-1724	1	2	25-MAR-2007	A
933556601	111111111S09G80006001	493	1	1	14-APR-2007	1
933556601	111111111U09G80006001	444	1	1	25-MAR-2007	1

15391

20-APR-2007 10:54:56 PM Banner University 7
Aid Year: 0809 Direct Loan School Account Statement (DLSAS) RPRDU09

Booked loan transactions month ending 16-APR-2007

Student ID	Loan ID	Amount	Disb Seq	Proc Date	COD Seq
------------	---------	--------	----------	-----------	---------

0

Unbooked loan transactions month ending 16-APR-2007

Student ID	Loan ID	Amount	Disb	Seq	Feed Date	Status
162440045	162440045S09G80006001	493	1	1	15-MAR-2007	1
162440045	162440045U09G80006001	247	1	1	15-MAR-2007	1
162440054	162440054S09G80006001	493	1	1	15-MAR-2007	2
162440054	162440054U09G80006001	247	1	1	15-MAR-2007	2
209000009	209000009S09G80006002	1000	1	1	09-MAR-2007	S
209000009	209000009S09G80006002	1000	2	1	09-MAR-2007	S
530910005	530910005U09G53091001	1379	1	1	25-MAR-2007	A
530910006	530910006S09G53091002	985	1	1	23-MAR-2007	A
530910006	530910006U09G53091001	739	1	1	23-MAR-2007	A
530910006	530910006S09G53091002	985	2	1	25-MAR-2007	A
530910006	530910006U09G53091001	739	2	1	25-MAR-2007	A
530910007	530910007P09G53091001	975	1	1	23-MAR-2007	A
530910009	530910009U09G53091001	493	1	1	25-MAR-2007	A
530910009	530910009S09G53091002	1970	1	1	25-MAR-2007	A
530910009	530910009S09G53091001	2709	1	1	23-MAR-2007	A
530910009	530910009U09G53091001	1724	1	1	23-MAR-2007	A
530910009	530910009U09G53091001	-1724	1	2	25-MAR-2007	A
933556601	111111111S09G80006001	493	1	1	14-APR-2007	1
933556601	111111111U09G80006001	444	1	1	25-MAR-2007	1

15391

20-APR-2007 10:54:56 PM
Aid Year: 0809

Banner University

9
RPRDU09

CONTROL SUMMARY

Program Name.....: RPRDU09

Version.....: 7.8

Run Sequence Number.....: 91845

Print Booked Loan Detail on SAS.....: Y

Flat-File Upload Process - MPNDISOP

05-MAY-2007 10:54:17 AM
AID YEAR: 0809

Banner University
Direct Loan MPN Discharge Report (MPNDISOP)

PAGE 1
RPRDU09

Student ID/ Borrower SSN	Borrower Name	MPN ID	Exp Date	Reason Code	Description	Match Found?
	Matched Fund Code/ Unmatched Loan Type	Matched Loan ID	Matched Aid Year	Banner Updated?		
578782601	Student, Test1 DLUNSB DIRECT	578782601M09G80006003 578782601U09G80006001 578782601S09G80006001	20070301 0709 0709	A Y Y	MPN Discharge Reason 1	Y
578782602	Student, Test2 DLPLUS	578782602N09G80006003 578782602P09G80006001	20070301 0709	A Y	MPN Discharge Reason 2	Y

Flat-File Upload Process - MPNINAOP

05-MAY-2007 10:54:17 AM AID YEAR: 0809		Banner University Direct Loan MPN Expired Report (MPNINAOP)				PAGE 2 RPRDU09
Student ID/ Borrower SSN	Borrower Name	MPN ID	Exp Date	Reason Code	Description	Match Found?
	Matched Fund Code/ Unmatched Loan Type	Matched Loan ID	Matched Aid Year	Banner Updated?		
578782651	Student, Test3 Sub/Unsub Loan	578782651M09G80006003	20070303	C N	MPN Due to expire reason	N
578782652	Student, Test4 Sub/Unsub Loan	578782652M09G80006003	20070304	D N	MPN Due to expire reason	N

Flat-File Upload Process - MPNEXPOP

05-MAY-2007 10:54:17 AM AID YEAR: 0809		Banner University Direct Loan MPN Due to Expire Report (MPNEXPOP)				PAGE 3 RPRDU09
Student ID/ Borrower SSN	Borrower Name	MPN ID	Exp Date	Reason Code	Description	Match Found?
	Matched Fund Code/ Unmatched Loan Type	Matched Loan ID	Matched Aid Year	Banner Updated?		
578782605	Student, Test5 DIRECT DIRECT	578782605M09G80006003 578782605S09G80006001 578782605S09G80006001	20070302 0809 0809	B N N	MPN ExpirationReason Four	Y
578782606	Student, Test6 DLPLUS	578782606N09G80006003 578782606P09G80006001	20070302 0809	B N	MPN ExpirationReason Five	Y

Flat-File Upload Process (RPRDU09.lis)

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05-MAY-2007 10:54:17 AM      Banner University      4
Aid Year: 0809                RPRDU09
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CONTROL SUMMARY

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Program Name.....: RPRDU09
Version.....: 8.1
Run Sequence Number.....: 144005
Print Booked Loan Detail on SAS.....: Y
```

Flat-File Upload Process (RPRDU09.log)

```
Connected.
Processing 0809 Acknowledgement Files...
Processing Entrance Counseling Results Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/decfenop.dat)
Processing Exit Counseling Results Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dlffexop.dat)
Processing School Account Statement (Disb. Level) Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dsdf09op.dat)
Processing School Account Statement (Loan Level) Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dslf09op.dat)
Processing MPN Discharge Report Acknowledgements...
End of file (/u02/banner/dataload/finaid/mpndisop.dat)
Processing MPN Expired Report Acknowledgements...
End of file (/u02/banner/dataload/finaid/mpninaop.dat)
Processing MPN Due to Expire Report Acknowledgements...
End of file (/u02/banner/dataload/finaid/mpnexpop.dat)
Connected.
Connected.
```

EFT/Disbursement Roster Upload Process (RPREFTL)

Description The EFT file downloaded through the CommonLine Network should be renamed to *eftxxx.dat* (where xxx is a three digit roster/file sequence number assigned by the institution) and be placed in the standard data load directory (\$DATA_HOME/finaid). The RPREFTL process loads the data from the detail records (@1) in that file to fields in the EFT Disbursement Table (RPREFTD).

The program also inserts records into the Electronic Payment Receipt Table (RPREPMT). The process compares the Unique ID to the Loan ID existing on RPAELAP (RPRLAPP table) and the fund type. When processing a disbursement record for a combined Sub/Unsub, the Xref loan ID is matched against the Unique ID in the Roster file for the unsubsidized loan. For all detail records with a Distribution Method of *M* (Master Check), a single RPREPMT record is inserted as a summary of all Master Check payments in the file. For all detail records with a Distribution Method of *N* (Netted EFT), a single RPREPMT record is inserted as a summary of all Netted EFT payments in the file. For all detail records with a Distribution Method of *I* (Individual Check), separate RPREPMT records are inserted for each individual check in the file.

Data for the Roster Amount is obtained from fields in the trailer record. The trailer record has total net disbursement amount, total net EFT amount, and total non-EFT amount. If the check number field on the roster (Reference ID in Banner) is blank, Banner generates a check/roster number for the Reference ID. Banner-generated IDs will always start with an @ sign. This same generated Reference Number is used for the Electronic Payment Receipt Table (RPREPMT) and the EFT Disbursement Table (RPREFTD).

The only parameter needed for the job is the Data File Name. After the data file is processed the first nine characters of the header record of the data file (*eftxxx.dat*) are replaced with the literal 'PROCESSED.' When reading in a data file, if the first nine characters of the header record are 'PROCESSED,' then the file is not processed as this file has already been processed. Instead, a message is printed in the control report that says that data file '*eftxxx.dat*' has already been processed.

Parameters	Name	Required?	Description	Values
	EFT File Name	Yes	The EFT file downloaded through the CommonLine Network should be renamed to <i>eftxxx.dat</i> (where xxx is a three digit roster/file sequence number assigned by the institution) and be placed in the standard tape load directory (\$DATA_HOME/finaid).	Multiple EFT/Disbursement Roster files can be loaded into the holding area at the same time. Each roster must have a unique filename.

Report Date: 19-APR-2002
Report Time: 11:50:04 AM

EFT/Disbursement Roster Upload Report

Page: 1

Student Name	SSN	Loan ID	Loan Type	Seq No	Rec Type	Disb Date	Disb No	No Disb	Net Amt	Cancel Amt
Johnson, Nicholas A	114333333	6200040000B003864	AL	1	N	28-MAY-2002	11	20	1920.00	
Harmon, Brett	511004678	6200040000B003865	PL	1	N	28-MAY-2002	02	10	1920.00	

Report Date: 19-APR-2002
Report Time: 11:50:04 AM

EFT/Disbursement Roster Upload Report

Page: 2

Control Summary (File /15/tapedata/finaid/EFT_VER5.DAT)
(Batch 667012226875)

Roster Detail Record Count:	2
Unique Supplemental Detail Record Count:	0
Special Messages Detail Record Count:	0
Total Net Disbursement Amount:	3360.00
Total Net EFT Amount:	1440.00
Total Net Non-EFT Amount:	1920.00
Total Reissue Amount:	0.00
Total Cancel Amount:	0.00
Total Deficit Amount:	0.00
Total Netted Cancellations:	25.50
Total Outstanding Cancellations:	31.75
File Creation Date:	28-MAY-2002
File Creation Time:	000124
Source ID:	755
Source ED Branch ID:	00

Report Date: 19-APR-2002
Report Time: 11:50:04 AM

EFT/Disbursement Roster Upload Report

Page: 3

CONTROL SUMMARY

Program Name : RPREFTL(5.5)
One up Number : 781811
File Name(s) : EFT_VER5.DAT
Number of lines per page : 60

***** END OF REPORT *****

EFT Posting Process (RPREFTP)

Description This process posts data from the RPREFTD table to the Loan Disbursement Table (RPRLADB) for records where the corresponding EFT transfer, Master Check, or Individual check has been received and recorded in the RPREFPMT Table.

The process uses the unique loan ID from the EFT roster (RPREFTD) to match against the RPRLAPP Table to determine student PIDM and loan application number. Only one RPRLAPP record should match this Unique Loan ID. If no RPRLAPP records match this Unique Loan ID, the student's EFT roster data prints on an error report and is not deleted from the holding area. Records that are successfully matched and posted to RPRLADB are deleted from the RPREFTD Table. Basic student data is printed on the control report for these students with a message that these payments were successfully posted to the loan disbursement table. The listing is sorted alphabetic by last, first, middle initial, followed by SSN. Only the RPRLADB record where the sequence number = 1 is updated.

The RPREFTP process validates the fund type from the file matches the correct fund type in Banner. If the fund type that has been loaded to RPREFTD_TYPE_CODE matches the fund type for the Loan ID, then the disbursement will load to RPRLADB. If the fund type in RPREFTD_TYPE_CODE does not match, an error message will be given in the output and the record will not load but will remain in the RPREFTD table. *ERROR* Invalid fund type for EL Loan ID.

Parameters	Name	Required?	Description	Values
	Distribution Method	No	If left blank, all Distribution Methods are processed (E, N, M, I). Otherwise, only those Methods listed are processed.	Multiple Distribution Method values are valid.
	Reference ID	No	If left blank, all received batches/checks are processed. Otherwise, only those batches/checks listed are processed.	Multiple Reference ID values are valid.

26-APR-2002 02:31:32 PM

SunGard Higher Education Development
EFT Disbursement Posting Log

1
RPREFTP

STUDENT ID	NAME	LOAN ID/CHECK	TYPE	START/END	DSB	GROSS/NET	RESULT/COMMENT
511-00-9007	Lawson, Elaine D	0018400000B004347	U	01-AUG-2002	5	1500.00	
		@00000000004554		30-MAY-2003		91440.11	Payment Posted
511-00-9003	Lopes, Sue A	0018400000B004348	P	15-AUG-2002	1	1198.00	
		@00000000004554		15-MAY-2003		1162.06	Payment Posted
	Lucky, Nichole I	0012340000B002804	U	25-AUG-2000	1	1700.00	
		@00000000003203		04-MAY-2001		1632.00	*ERROR* no RPRLAPP for this Loan ID

26-APR-2002 02:31:32 PM

SunGard Higher Education Development
EFT Disbursement Posting Log

2
RPREFTP

CONTROL SUMMARY

Program Name.....: RPREFTP
Version: 5.5
Run Sequence Number.....: 783470
Reference ID: @00000000004554
Number of lines per page: 60
Total number of records updated: 2

Electronic Loan Application Process (RPRELAP)

Description

The Electronic Loan Application Process serves as the only means to create electronic loan application records. The Electronic Loan Application form (RPAELAP) is only used to display and update loans originally created by this batch job. This process creates electronic loan applications for all students who have accepted Stafford or PLUS awards from funds listed for the Fund code parameter. If you use population selection, the students must also be included in the stated population.

Electronic applications that have not been locked, or have been exported, will be deleted and replaced with a new application with a different application number and current student data. For example, if a student's loan award is changed after the initial electronic application is created, the batch process replaces the record with a new one using the new award amount. If the student's loan award increases after the initial application was created and was extracted, the batch process creates a second loan application record for the difference between the current award amount and the previously created application. For example, suppose that the student's loan award is for \$1000 and that it is processed and sent to the guarantor for \$1000. The student's outside resources don't materialize, so the loan award is increased to \$1500. The batch process will create another loan application for \$500. The student would now have two active loan applications; one for \$1000 and another for \$500. Changes to student demographic or certification data will also be picked up by this 'delete/replace' function.

Unlike the Direct Loan Origination process, RPRELAP does not create promissory note records. Promissory notes are usually handled by the lender, or as part of the application, so there is no need to track them in Banner. The lender will not send a disbursement check or EFT payment without prior receipt of a promissory note.

Although it is possible in CommonLine to create one application for multiple loans (one application for separate Subsidized and Unsubsidized loans), Banner has always required separate loan application records for each fund code. Since Subsidized Stafford, Unsubsidized Stafford, and PLUS loans all required separate fund codes for packaging, Banner will create separate electronic loan application records for each fund code. This also permits the processing of separate response records for each fund.

Changes to Electronic Applications can be performed by Banner if the change is to be transmitted prior to the school receiving a notice of a loan guarantee. If the loan application status is not *G*, *B*, or *T*, a correction can be submitted to the loan application record. If the application has been guaranteed, then changes have to be sent via a Change Transaction Send File.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Fund Code	Yes	The fund code must be associated with Federal Fund ID of STFD or PLUS, or represent an Alternative Loan. The system accepts a single fund code or a multiple number of fund codes for this report parameter. Use the Insert Record function to add more than one fund code. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
	Default Process Type	Yes	This parameter is used as a default value when the loan application record is created. The code can be changed on an individual basis prior to actually extracting the record for import to a school based software package or transmitted directly to the service provider.	<p><i>CO Credit Only Request - The service provider performs a pre-approval credit check based on data you provide in the Application Send (@1) Detail Record. The service provider performs a credit check and returns a Response Record. Valid for PLUS/Alternative Loans (CommonLine 5)</i></p> <p><i>CP Credit and Print Request - Transmit an Application Send (@1) Detail Record with the necessary data to obtain a credit check. The service provider returns a Response File, performs a credit check and if approved, prints and mails an application/promissory note. Valid for PLUS/Alternative Loans (CommonLine 5)</i></p>

Parameters (cont)	Name	Required?	Description	Values
				<p><i>PO Print Only - The service provider mails promissory notes before the loan eligibility data is certified.</i></p> <p><i>GO Guarantee Only - You have a signed promissory note and wish to electronically obtain the guarantee.</i></p> <p><i>GP Guarantee and Print - Service provider prints a promissory note and mails it to the borrower and simultaneously guarantees the resulting loan.</i></p> <p><i>PG Print and Guarantee - Use this option to request that the guarantor print the application/promissory note and guarantee the loan after the receipt of the promissory note.</i></p> <p><i>CR Certification Request - If the borrower sends the loan application to the service provider instead of the school, the service provider can send the school a request for certification in the Application Response File. In response to that request, you send an application record with a processing type of 'CR' to indicate that this record is in response to a request for certification.</i></p>

Parameters (cont)	Name	Required?	Description	Values
				<p>When Banner uploads the response file, certification requests are not loaded but do appear on the output report. In order to electronically create a certification to comply with this request, you must create an award, run the process which creates the electronic record (RPRELAP), and perform the extract (RPRELAX) to send the certification.</p> <p>RP Reprint - Request for the service provider to print and mail a new promissory note. The guarantee status does not change.</p>
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID of Selection ID, and User ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application Code parameters.	User Identification Control form (GUAIDEN)
	Process Indicator	Yes	Indicates batch or online processing. The default is B for batch.	<p>B - Batch (default)</p> <p>O - Online Process Indicator</p>

Parameters (cont)	Name	Required?	Description	Values
	Student ID	No	This parameter is required if the <i>Process Indicator</i> parameter is set to <i>O - Online</i> ; otherwise, leave this parameter blank.	Person Search form (ROAIDEN)
	Not used at this time	No	Parameter 09 is not used at this time.	
	Permanent Address Type Default	No	<p>Any valid address type code (STVATYP) with Banner using the standard address hierarchy. If the first address type exists and is active, it is used. If not, it uses the second address type code, etc.</p> <p>If you do not enter a default for this parameter, a value from the RCRAPP1 table is utilized.</p> <p>Technical Note: Loan applications include both permanent and local addresses. However, since Banner Financial Aid uses the address from the RCRAPP1 table exclusively, you can only populate the permanent address field on the loan application. Also, the RCRAPP1 address may not be the most current permanent address for the student.</p> <p>The General system address table, SPRADDR, can contain multiple addresses for the student with different address types. This parameter provides added flexibility by enabling you to use addresses from SPRADDR on loan applications instead of the RCRAPP1 address.</p>	Address Type Code Validation form (STVATYP)

Parameters (cont)	Name	Required?	Description	Values
	Local Address Type Default	No	<p>Any valid address type code (STVATYP) with Banner using the standard address hierarchy. If the first address type exists and is active, it is used. If not, it uses the second address type code, etc.</p> <p>If you do not enter a default for this parameter, the local address type is left blank on the individual's loan application.</p> <p>Refer to the technical note associated with the preceding <i>Permanent Address Type Default</i> parameter.</p>	Address Type Code Validation form (STVATYP)
	Loan Status Default	No	<p>Any valid value from the Loan Status Validation form (RTVLNST).</p> <p>If you do not enter a default for this parameter, Banner uses the default loan status from the RPRLOPT form.</p>	Loan Status Validation form (RTVLNST)
	EL Application Status Default	No	The default electronic loan application status. The default is <i>N - Not Ready to Send</i> . Use the <i>N</i> status if you must review applications prior to transmission to the lender	<i>N - Not Ready to Send (default)</i> <i>R - Ready to Send</i>
	EFT Authorization Default	No	If you want the application to default to the electronic funds transfer authorization received, enter <i>Y - Yes</i> for this parameter. The default is <i>N - No</i> .	<i>Y - Yes</i> <i>N - No (default)</i>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Lock Indicator Default	No	<p>Set this parameter to <i>Y (Yes)</i> if you want to stop the delete/replace function so that manually entered data is not lost.</p> <p>To illustrate, if award amounts are changed on the Award form, Banner will delete/replace amounts on an application unless it is locked or has a value of <i>S (Sent)</i>. The application is recreated during this process and previous data is removed.</p> <p>If you do not enter a value for this parameter, a blank is entered for this field.</p>	<i>Y - Yes</i> <i>N - No</i>
	References Default	No	<p>Enter <i>N (No)</i> if your lender/guarantor mails notes to the student. Enter <i>Y (Yes)</i> if you have collected the references.</p> <p>If you do not enter a value for this parameter, a blank is entered for this field.</p>	<i>Y - Yes</i> <i>N - No</i>
	Deferment Request Default	No	<p>A deferment request default for the loan application.</p> <p>If you do not enter a value for this parameter, a blank is entered for this field.</p>	<i>Y - Yes</i> <i>N - No</i>
	Capitalize Interest Default	No	<p>A capitalize interest default for the loan application.</p> <p>If you do not enter a value for this parameter, a blank is entered for this field.</p>	<i>Y - Yes</i> <i>N - No</i>
	Default Lender ID	No	<p>A default lender ID for the loan application.</p> <p>If you do not enter a value for this parameter, Banner uses the default lender ID from the RPRLOPT form.</p>	
	Default Guarantor ID	No	<p>A default guarantor ID for the loan application.</p> <p>If you do not enter a value for this parameter, Banner uses the default return ID from the RPRLOPT form.</p>	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Default Return ID	No	A default return ID for the loan application. If you do not enter a value for this parameter, Banner uses the default return ID from the RPRLOPT form.	
	Default Loan Period	No	You have the option of entering a default loan period for loan applications. If you do not enter a value for this parameter, Banner uses the loan period associated with the student's aid period.	
	Default PN Delivery Code	No	This parameter identifies your preferred delivery method of the promissory note to the borrower. This data is required for processing types <i>GP</i> , <i>PG</i> , and <i>CR</i> (types where promissory notes are generated). The <i>PO</i> option must use a value of <i>P</i> . <i>GO</i> processing does not use this field since no promissory note is generated.	<i>E</i> - Email <i>P</i> - Paper (default) <i>W</i> - Web
	Not used at this time	No	Parameter 24 is not used at this time.	
	Default Stfd Serial Loan Code	No	The <i>serial</i> concept means that the terms of the existing MPN will automatically be applied to new loans without a new note being executed. This parameter tells the service provider whether you want new MPNs with each new Stafford loan or whether you want to use an existing MPN.	<i>N</i> - New MPN (default) <i>S</i> - Serial
	Default Hold/Release Status	No	CommonLine uses the Application Send File to set the initial Hold or Release status for the loan. Banner collects the default status with this RPRELAP <i>Default Hold/Release Status</i> parameter and displays the current Hold/Release status on the RPAELAP form. In this manner, the value can be changed on a student-by-student basis before it is extracted for sending to the Guarantor/Lender.	<i>HR</i> - Hold (default) <i>RR</i> - Release Request

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Source of Lender ID	No	This parameter ascertains whether or not you want to use NSLDS data as the primary source for a student's lender. Based on this option, the lender hierarchy is adjusted to include the lender code from the NSLDS record. The option determines whether the NSLDS data is used before, or after the prior Banner lender code, or not at all. When using prior Banner data, Banner uses the lender code on the most recent non-PLUS record. Since multiple NSLDS records may exist for the student, Banner uses the one flagged as the <i>current</i> NSLDS record. Multiple loan records may exist for the student in that <i>current</i> record. Banner uses the contact code from the most recent loan record. This is necessary since the contact code could be a guarantor code, a school code, a Direct Loan servicer code, or a lender code. If this lender code does not exist as a non-person record, it cannot be used in the loan application.	<i>B - Prior Banner loan records first, then NSLDS records.</i> <i>N - NSLDS records first, then prior Banner loan records.</i> <i>X - Never use NSLDS.</i>
	User ID	No	The ID of the person using the sub-population rules.	
	PLUS MPN Serial Loan Code	No	The <i>serial</i> concept means that the terms of the existing MPN will automatically be applied to new loans without a new note being executed. This parameter indicates whether you want new MPNs with each new PLUS loan or whether you want to use an existing MPN.	<i>N - New MPN (default)</i> <i>S - Serial</i>
	PLUS Request Amt Confirmed	No	This parameter defaults a checked or unchecked value to the Request Amt Conf field on the Prom Note/Misc Info window of the RPAELAP form. If you enter a <i>Y</i> value for the default, you are indicating that you have collected and will retain the Federal PLUS loan borrower's requested amount for the loan.	<i>Y - Yes</i> <i>N - No</i>

20-APR-2002 05:39:45 PM
Aid Year: 0203

SunGard Higher Education Development
Electronic Loan Application Record Creation Log

1
RPRELAP

Student ID	Name	FUND	APP NO	YEAR AWST	INFO AMOUNT	CURR CNT	LOANS AMOUNT	NEW LOANS AMOUNT	LPRD	RESULT/COMMENT
511-00-9007	Adams, Elaine D									Invalid NSLDS lender ID 806773
511-00-9007	Adams, Elaine D	STFDX	1	ACPT	3500.00	0	0.00	3500.00	FASP03	
511-00-9007	Adams, Elaine D	STFDY	2	ACPT	4000.00	0	0.00	4000.00	FASP03	Invalid NSLDS lender ID 806773
511-00-9003	Bracken, Jasmine R	PLUS2	1	ACPT	16575.00	0	0.00	16575.00	FASP03	
		STFDX	2	ACPT	2625.00	0	0.00	2625.00	FASP03	
511-00-9005	Carlos, Javier M	PLUS2	1	ACPT	16575.00	0	0.00	16575.00	FASP03	
		STFDX	2	ACPT	2625.00	0	0.00	2625.00	FASP03	
511-00-9004	Marple, Kari E	PLUS2	1	ACPT	13700.00	0	0.00	13700.00	FASP03	
		STFDX	2	ACPT	5500.00	0	0.00	5500.00	FASP03	
511-00-9001	Higgins, Kode E	PLUS2	1	ACPT	16575.00	0	0.00	16575.00	FASP03	
		STFDX	2	ACPT	2625.00	0	0.00	2625.00	FASP03	
511-00-9002	Sharon, Molly J	STFDX	1	ACPT	2625.00	0	0.00	2625.00	FASP03	
		STFDY	2	ACPT	4000.00	0	0.00	4000.00	FASP03	
511-00-0006	Anderson, Sam F	PLUS2	2	ACPT	16575.00	0	0.00	16575.00	FASP03	
		STFDX	3	ACPT	2625.00	0	0.00	2625.00	FASP03	
511-00-9009	Ericson, Timothy L	STFDX	1	ACPT	5500.00	0	0.00	5500.00	FASP03	
		STFDY	2	ACPT	5000.00	0	0.00	5000.00	FASP03	
511-00-0001	Boyle, Sue	STFDX	5	ACPT	3500.00	0	0.00	3500.00	FASP03	Awd > fed clas limit: exp amt=0
		STFDY	6	ACPT	4000.00	0	0.00	4000.00	FASP03	
511-00-0010	Landers Paul D	PLUS2	3	ACPT	19950.00	0	0.00	19950.00	FASP03	
511-00-0016	Zinter, Nicole I	PLUS2	3	ACPT	15700.00	0	0.00	15700.00	FASP03	
		STFDX	4	ACPT	3500.00	0	0.00	3500.00	FASP03	Awd > fed clas limit: exp amt=0
511-00-0017	Simpson, Dion L	STFDX	1	ACPT	2625.00	0	0.00	2625.00	FASP03	
		STFDY	2	ACPT	4000.00	0	0.00	4000.00	FASP03	
511-00-0019	Cranson, Stacey L	PLUS2	3	ACPT	19950.00	0	0.00	19950.00	FASP03	
511-00-0002	Thomas, Sue A	STFDX	3	ACPT	3500.00	0	0.00	3500.00	FASP03	Awd > fed clas limit: exp amt=0
		STFDY	4	ACPT	4000.00	0	0.00	4000.00	FASP03	

20-APR-2002 05:39:45 PM
Aid Year: 0203

SunGard Higher Education Development
Electronic Loan Application Record Creation Log

2
RPRELAP

Student ID	Name	FUND	APP NO	YEAR AWST	INFO--- AMOUNT	-CURR CNT	LOANS-- AMOUNT	---NEW AMOUNT	LOANS---- LPRD	RESULT/COMMENT
511-00-0003	Carson, Sue C	STFDX	15	ACPT	5500.00	0	0.00	5500.00	FASP03	Awd > fed clas limit: exp amt=0
		STFDY	16	ACPT	5000.00	0	0.00	5000.00	FASP03	
511-00-0004	Tarkle, Sue D	PLUS2	1	ACPT	16575.00	0	0.00	16575.00	FASP03	
		STFDX	2	ACPT	2625.00	0	0.00	2625.00	FASP03	
511-00-0005	Charlise, Sue E	PLUS2	2	ACPT	16575.00	0	0.00	16575.00	FASP03	
		STFDX	3	ACPT	2625.00	0	0.00	2625.00	FASP03	
511-00-0007	Vincent, Stephen	STFDX	1	ACPT	728.00	0	0.00	728.00	FASP03	
511-00-0008	DeLise, Lucretia K	PLUS2	1	ACPT	13700.00	0	0.00	13700.00	FASP03	
		STFDX	2	ACPT	5500.00	0	0.00	5500.00	FASP03	Awd > fed clas limit: exp amt=0
181-03-0527	Mason, Kirsten	PLUS2	1	ACPT	13700.00	0	0.00	13700.00	FASP03	
		STFDX	2	ACPT	5500.00	0	0.00	5500.00	FASP03	
181-03-0528	Mason, Virginia C	PLUS2	1	ACPT	13700.00	0	0.00	13700.00	FASP03	
		STFDX	2	ACPT	2926.00	0	0.00	2926.00	FASP03	
		STFDY	3	ACPT	2574.00	0	0.00	2574.00	FASP03	

CONTROL SUMMARY

Program Name.....: RPRELAP
Version Number: (5.5)
Run Sequence Number.....: 1098847
Aid Year Code: 0203
Fund Code: PLUS2
Fund Code: STFDY
Fund Code: STFDX
Fund Code: ALTLN
Default Process Type: GP
Application ID: FINAID
Selection ID: SUE
Creator ID: SCONROY
User ID: SCONROY
Online/Batch Processing O/B: B
Student ID:
Not used.....:
Address Types for Loan Permanent Address.: 1PR
Default Loan Status: R
Default EL Application Status: R
Default EFT Authorization Indicator: Y
Default Lock Indicator: N
Default References Indicator: Y
Default Deferment Request Indicator: Y
Default Capitalize Interest Indicator: Y
Default Lender ID:
Default Guarantor ID:
Default Return ID:
Default Loan Period:
Default PN Delivery Code: P
Default Fed App form Code: M
Default Serial Loan Code: S
Default Hold/Release Status: HR
Source of Lender ID: N

Electronic Loan Application Extract Process (RPRELAX)

Description This process extracts data from the RPRLAPP, RPRLCRT, RPRLADB and ROBINST Tables to create electronic loan application records in the CommonLine record format. You can import this file of records with school-based software systems; or you can send it directly to your service provider. Since the CommonLine specifications do not stipulate a specific file name for this data file, the assigned file name is ELAPxxOP.DAT. The RPRELAX.LIS file contains the report control information.

Electronic loan application records will be selected for this extract process if:

- the loan is not canceled,
- the loan status is R (ready to send)
- the batch ID is null
- the loan ID is not null, and
- if population selection is used, the student is also included in the population.

After you run the RPRELAP Process to create the electronic loan application records, be sure to manually review and update the records as needed before the records are sent. Most data is automatically created by the RPRELAP process. However, some critical data may be missing or may need to be changed from the default values.

In order to transmit a loan application, you must change the Application Status code on the Electronic Loan Application form (RPAELAP) to R for Ready to Send. To retransmit a record that was rejected and needs to be corrected, you should remove the Batch ID and change the Application Status from S to R.

The output file will have the following records:

- one header record
- one detail record for each loan application
- one trailer record

Banner will not create unique Supplemental Detail Records or Alternative Loan Detail Records. Use the Batch Control form (RPIBATC) to display CommonLine Electronic Loan Application batches.

Parameters	Name	Required?	Description	Values
1	Aid Year Code	Yes	Enter a valid and active aid year. For example, you would enter <i>0001</i> if this is the aid year code that represents the July 2000 through June 2001 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
2	Fund Code	Yes	The fund code must be associated with Federal Fund ID of STFD or PLUS, or represent an Alternative Loan. The system accepts a single fund code or a multiple number of fund codes for this report parameter. Use the Insert Record function to add more than one fund code. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
3	File Identifier	No	The File Identifier parameter determines whether you are using live or test data for this process.	<i>P</i> Production (live data) - default <i>T</i> Test (test data)
4	School Name	Yes	The name of the organization creating the data.	
5	Recipient Name	Yes	The name of the organization that will receive this data.	
6	Recipient ID	Yes	The unique identification number assigned to the organization receiving this file. For guarantors, this is the 3-digit number as listed in the CommonLine Reference Manual. For all others, this is the assigned 6-character number.	
7	Media Type	No	Select media type.	<i>D</i> Diskette <i>P</i> PC (default) <i>M</i> Mainframe <i>T</i> Tape

Parameters <i>(cont)</i>	Name	Required?	Description	Values
8	Application Code	No	Application code of the population selection. Select valid values from the Application Inquiry form (GLIAPPL). If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
9	Report Selection Query ID	No	Selection ID of the population selection. Select valid values from the Population Selection Inquiry form (GLISLCT). If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	
10	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. Select valid values from the User Identification Control form (GUAIDEN). If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	
11	Combine Sub/Unsub Stafford	No	Combine Subsidized/Unsubsidized Stafford in one application record. Default is N.	Y - Yes N - No (default)
12	Version Number	No	Create a CommonLine Release 4 or a CommonLine Release 5 file.	4 5 (Default)

Parameters (cont)	Name	Required?	Description	Values
13	EL School Code	No	The six-digit main campus code for the school. When this parameter is utilized, only those loan applications with the corresponding EL School code and Branch ID in the Loan ID will be extracted.	
14	EL Branch ID	No	The two-digit branch Campus ID associated with the main Campus code. When this parameter is utilized, only those loan applications with the corresponding EL School code and Branch ID in the Loan ID will be extracted.	

Electronic Loan Application Extract Sample

14-MAY-2002 03:15:32 PM SunGard Higher Education Development Aid Year: 0203 Electronic Loan Applications RPRELAX				1
Student ID	Name	FUND	RESULT/COMMENT	
511000017	Brennan, DION L	SSUB	Selected for combined batching	

214-MAY-2002 03:15:32 PM SunGard Higher Education Development Aid Year: 0203 Electronic Loan Applications RPRELAX				2
Student ID	Name	FUND	RESULT/COMMENT	
511000016	Charlise, NICOLE I	SUEPL	Selected for standard batching	
511000016	Charlise, NICOLE I	SUESUB	Selected for standard batching	
511000017	Johnson, DION L	SUEALT	Selected for standard batching	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Exp Grad Dt	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Citizenship	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Enroll Stat	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Alt Loan SB Ind	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Alt Borr Loan Debt	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Citizenship	
511000019	Morgan, STACEY L	SUEALT	*ERROR* No Credit in Diff Name	
511000019	Morgan, STACEY L	SUEALT	Selected for standard batching	

CONTROL SUMMARY

Program Name :RPRELAX(5.5)
One up Number :786128
Aid Year Code :0203
Fund Code(s) :SUEALT
Fund Code(s) :ATTLN
Fund Code(s) :STFDY
Fund Code(s) :PLUS2
Fund Code(s) :STFDX
Fund Code(s) :SUESUB
Fund Code(s) :SUEUNS
Fund Code(s) :SUEPL
File Type Indicator :P
School Name :SunGard Higher Education
Recipient Name :SERVICER1
Recipient ID :999
Media Type :P
Application Code :FINAID
Selection ID :SUE_FFELP
Creator ID :SLawson
Combine Sub/Unsub Stafford :Y
Version Number :5
EL School Code :
EL Branch ID :
Number of lines per page :55
Report file name :/u/sconroy/jobsub/rprelax_786128.lis
Extract File Name :/u/sconroy/jobsub/ELAP03IN_786128.DAT
Batch ID (extract) :EA0514023001

Combined records read :1
Combined records processed :1
Combined records rejected :0
Uncombined records read :5
Uncombined records processed :4
Uncombined records rejected :1
Total records extracted :5
Total pages Printed :3

***** END OF REPORT *****

Electronic Loan Change Transaction Process (RPRELCT)

Description CommonLine change transactions are extracted from Banner using the Electronic Loan Change Transaction Process (RPRELCT). This process creates a data file based on the CommonLine file format for change transaction processing. Only records that are related to electronic loans will be extracted which have not been marked for deletion on the RPACTRR form and have not been previously sent.

This process uses the *Recipient ID* parameter to select the appropriate records to be transmitted to that specific recipient. An extract file is generated according to the required file formats. The extract file consists of one Header Record, One Borrower (@1-02) Detail Record for each borrower, one @1-08, @1-09, @1-13 or @1-14 Detail Record for each Loan ID as logged in ROBALOG, and one Trailer Record.

FTP the *ELCTxxIN_jobnumber.DAT* data file that this process creates in the appropriate manner to maintain the file without changes to the file size or format (ASCII or Binary).

The process generates two output files. The *rprelct_yyyy.yis* file contains information for the students that are included in the extract with the Loan ID/sequence number, fund type, type of detail record and the data element with the values used. The *rprelct_xxxx.ls2* file contains any students who were not included in the extract due to missing required data elements with the appropriate error message.



Note

The xxxxx in the job names is the job number assigned by Banner when running the process. ■

This process also provides the ability to resend an entire batch, if necessary.



Note

Reallocations for Subsidized/Unsubsidized records require both the Decrease @1-13 Record and the Increase @1-14 be sent as a set. Only the record for the Subsidized loan will be listed on the output for RPRELCT. However, the corresponding increase or decrease for the unsubsidized loan will be extracted in the data file. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. For example, you would enter <i>0001</i> if this is the aid year code that represents the July 2000 through June 2001 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	File Identifier	No	The File Identifier parameter determines whether you are using live or test data for this process.	<i>P</i> Production (live data) - default <i>T</i> Test (test data)
	School Name	Yes	The name of the organization creating the data.	
	Recipient Name	Yes	The name of the organization that will receive this data.	
	Recipient ID	Yes	The unique identification number assigned to the organization receiving this file.	
	Media Type	No	Select media type.	<i>D</i> Diskette <i>P</i> PC (default) <i>M</i> Mainframe <i>T</i> Tape
	Create Detail Report (Y,N)	No	If N is selected, only a control report will be created.	<i>Y</i> Yes (default) <i>N</i> No
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry form (GLIAPPL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID of Selection ID, and User ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application Code parameters.	User Identification Control form (GUAIDEN)
	User ID	No	The ID of the person using the sub-population rules.	
	Resend Change Trans Batch ID	No	Change Transaction Batch ID to be re-sent.	
	EL School Code	No	The six-digit main Campus code for the school.	
	EL Branch ID	No	The two-digit branch Campus ID associated with the main Campus code.	
	Version Number	No	Creates a Version 4 or a Version 5 Change Transaction Send File	<div>4 CommonLine Release 4</div> <div>5 CommonLine Release 5 (Default)</div>

Electronic Loan Change Transaction Report Sample

16-AUG-2001 03:11:46 PM
Aid Year: 0102

SunGard Higher Education Development
EL Change Transaction Report

1
RPRELCT

Recipient: 800 SunGard Higher Education

ID: ANDERS1 Name: THOMAS, ANDERS
Data Code : RPRLADB_DISBURSE_DATE
From Value: 01-JAN-2002
To Value : 02-JAN-2002

Loan ID/Seq No: 0012340001BS02011

Fund Type: SF Change Type: 09

ID: ANDERS1 Name: THOMAS, ANDERS
Data Code : RPRLAPP_CANCEL_DATE
From Value: 16-AUG-2001
To Value :

Loan ID/Seq No: 0012340001BU02012

Fund Type: SU Change Type: 08

ID: ANDERS1 Name: THOMAS, ANDERS
Data Code : RPRLADB_DISBURSE_DATE
From Value: 15-AUG-2001
To Value : 01-SEP-2001

Loan ID/Seq No: 0012340001BU02012

Fund Type: SU Change Type: 09

2001 03:11:46 PM
Aid Year: 0102

SunGard Higher Education Development
EL Change Transaction Report

Contd...2 16-AUG-
2
RPRELCT

CONTROL SUMMARY

Program Name :RPRELCT(5.2)
One up Number :751608
Aid Year Code :0102
File Type Indicator :P
School Name :SunGard Higher Education
Recipient Name :SunGard Higher Education
Recipient ID :800
Media Type :P
Create Detail Report :Y
Application Code :FINAID
Selection ID :ATHOMAS
Creator ID :ATHOMAS
User ID :ATHOMAS
Resend Batch ID :
Number of lines per page :55
Report file name :/u/jobsub/rprelct_751608.lis
Extract File Name :/u/jobsub/ELCT02IN_751608.DAT

Student records extracted :1
Detail records extracted :3
Total pages Printed :2

***** END OF REPORT *****

Electronic Loan Response Upload Process (RPRELRU)

Description The process includes output information for responses received in response to the Application Send File. This data includes the loan type, guarantee amount and date, disbursement dates and amounts, the expected amount for the loan from RPAELAP, and any rejects that are received. The Certification Amount Adjustment Indicator indicates (Yes/No) if the Guarantee Amount has been adjusted to an amount different than the corresponding school certified amount. The Requested Amount Adjustment Code indicates if the guarantee amount was reduced from the student requested loan amount, and if so, why. See the CommonLine Technical Reference Manual for code descriptions. The RPRELRU Process also reports the responses received for Change Transaction processing including the identification of change transactions, reporting accepted and rejected transactions, hold/release status updates, and also updates the database with the correct status for the Change Records returned.

The upload process (RPRELRU) searches for *elupdtop.dat* as the input file name regardless of what year it represents. Be sure you rename the response files you receive from your lender/guarantor to *elupdtop.dat*.

Parameters	Name	Required?	Description	Values
	Loan Status Code	No	<p>Approval notices on electronic loans are loaded into Banner automatically by the RPRELRU Process. The <i>Loan Status Code</i> parameter enables you to automatically update the loan application status code on loans that have been approved by the guarantor in order to control memoing and disbursements.</p> <p>For example, suppose that your school's policy is that no memos for loans are made until the loan has been approved by the guarantor. In this case, you'd set the default loan status code to one that means <i>Hold</i>. This prevents the disbursement process from giving the student a loan memo until the loan status code is changed to one that does not mean <i>Hold</i>. When the loan is approved, the loan status code is automatically updated.</p> <p>If this parameter is left blank, no updates will be made to the loan status.</p>	Loan Status Validation form (RTVLNST)

Electronic Loan Response Report Sample

Name : Charlise, NICOLE I Record Status : Pending Loan ID/Seq# : 6200040000B004595 00 Fund Type : PL
Report Date: 25-APR-2002 Electronic Loan Response Report Page: 1
Report Time: 12:51:57 PM

Name : Johnson, Sharon E Record Status : Guaranteed Loan ID/Seq# : 0018400000B004352 00 Fund Type : PL
SSN : 511787773 Guarantee Amt : 0.00 Certified Amt : 0.00 Lender ID : 809308
Req Amt Adj Code : Cert Amt Adj Ind : Guarantor ID : 742
Disb 1 Amt : Disb 1 Date : Serial Loan Req :
Disb 2 Amt : Disb 2 Date : Borrower E-Phote :
Disb 3 Amt : Disb 3 Date : Plus/Alt Student E-Signature :
Disb 4 Amt : Disb 4 Date :

Error Code 1 : 083 Lender approved amount is 0
Error Code 2 : 059 Borrower eligibility is 0, or cost minus aid minus EFC is 0
Error Code 3 : 045 Loan period dates are missing or invalid
Error Code 4 : 032 Borrower signature code is invalid or conflicting
Error Code 5 : 024 Reference code is missing or invalid

Application response record received

Report Date: 25-APR-2002
Report Time: 12:51:57 PM

Electronic Loan Response Report

Page: 6

Control Summary

Program/Version: RPRELRU/(5.5)
Batch Number
Response Detail Record Count: 000012
Unique Supplemental Detail Record Count: 000000
Special Messages Detail Record Count: 000000
Alternative Loan Response Detail Record Count: 000000
Supplemental Disburse Response Record Count: 000002
File Creation Date: 22-APR-2002
File Creation Time: 131911
Recipient Name: UNIV OF XXXXX
Recipient ID: 001840
Recipient ED Branch ID: 00
Source Name: PHEAA
Source ID: 742
Source ED Branch ID:

Grant Calculation Process (RPRGRNT)

Description The RPRGRNT Process calculates ACG, SMART and TEACH grants for students starting with the 2009-2010 aid year. When this process is run in batch, the process calculates an aid year award for each fund code entered for each student in the population selection. When run online for a single student from the Immediate Process Form (ROAIMMP), the Student ID parameter is used for the grant calculation. The Student ID parameter must be left blank when you run the process in batch mode.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year for 2009-2010 or beyond. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry Form (ROIAIDY)
	Fund Code	Yes	You can only enter ACG, SMART, or TEACH grant fund codes. (The Federal Fund ID must equal ACG, SMRT, or TCH for the fund code.) The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data Form (RFRBASE)
	Student ID	No	The student ID from the ROAIMMP Form is used for an immediate process calculation. This parameter must be left blank when you run the process in batch mode.	
	Application Code	Yes	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	
	Selection ID	Yes	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID parameters.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	Yes	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID parameters.	
	User ID	Yes	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Hold/Release Process (RPRHDRL)

Description This process reports desired changes to the Hold/Release Status initially set in the Application Send File.

The Hold/Release Process is used specifically for Hold/Release processing. The process only selects the appropriate records to submit based on the Recipient ID that has been entered as a parameter. The Recipient ID is already being selected for the detail records based on criteria established on RPRLNDA. The extract is only for those detail records where the Recipient ID determined matches the Recipient ID entered in the Recipient ID parameter.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Hold/Release Status (H/R)	Yes	Place disbursements in Hold or Release Status.	
	Fund Code(s)	Yes	Fund codes of disbursements to be put in Hold or Release Status.	Fund Base Data form (RFRBASE)
	Term Code(s)	Yes	Term codes of disbursements to be put in Hold or Release Status.	Financial Aid Term Code Inquiry form (ROITERM)
	Version Number	No	Create a Version 4 or Version 5 Change Transaction Send File.	4 5 (default)
	File Identifier	No	Production or Test	P - Production (default) T - Test
	School Name	Yes	School Name used in Header and Trailer records sent.	
	Recipient Name	Yes	Recipient Name used in Header and Trailer records sent.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Recipient ID	No	Recipient ID used in Header and Trailer records sent.	
	Media Type	No	PC, Diskette, Mainframe, or Tape.	<i>D</i> - Diskette <i>M</i> - Mainframe <i>P</i> - PC <i>T</i> - Tape (default)
	Application ID	No	General area for which the Selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	ID of the person who created the population rule.	
	User ID	No	ID of the person who used the population rule.	
	Use Disbursement Results Table	No	Set Hold/Release Status based on presence of disbursement reject codes.	<i>Y</i> - Yes <i>N</i> - No (default)
	EL School Code	No	The six-digit main campus code for the school.	
	EL Branch ID	No	The two-digit branch campus ID associated with the main campus code.	
	Days prior to Disbursement	No	Use this parameter to stipulate the number of days prior to the scheduled disbursement to request a release of funds. This allows multiple disbursements, or disbursements scheduled later in the term, to be requested for release at an appropriate time.	0-99

Electronic Loan Hold/Release Extract Sample

29-JAN-2008 11:03:33 AM		BANNER University			1
Aid Year: 0708		Electronic Loan Hold/Release Extract			RPRHDL
Student ID	Name	Fund	Term	Sched.Disb.Dte	Result/Comment
511778011	Lawrence, Suzanne A	SUESUB	200810	01-OCT-2007	Release Request sent
511007711	Tomlin, Sasha M	SUESUB	200810	31-JUL-2007	Release Request sent

Loan Proceeds Aging Report (RPRLNAG)

Description This report displays loan disbursements that have been received which have not been fed to the student's account. The check amount and number of days between the receipt of the check and the day the report is processed is also displayed to assist you in determining funds that must be returned based on the Federal Regulations.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. For example, you would enter <i>0001</i> if this is the aid year code that represents the July 2000 through June 2001 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Term Code	Yes	Term(s) for which the exception report will be run.	Financial Aid Term Code Inquiry form (ROITERM)
	Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter. Use the Insert Record function to add more than one fund code. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
	Reference ID	No	Reference ID(s)/Check Numbers	
	Sort Order	Yes	Name or Days Ascending or Days Descending	A - Days Ascending D - Days Descending N - Name (default)

Loan Process Aging Report Sample

16-MAY-2002		SunGard Higher Education Development						1	
Report name:		F.A. Aging Report of Non-Disbursed Loans						RPRLNAG	

Student Name	ID	Term	Fund	Appl#	Check/Net Amt	EFT	Rec'd Dte	Days	On Hand
Anderson, Lee	165009002	200310	STFDX	001	1920.00	Y	25-APR-2002	21	
Larson, Paul	511000010	200310	SUESUB	010	900.00		08-APR-2002	38	

CONTROL SUMMARY		-----	
Program Name.....	:	RPRLNAG	(5.4)
Run Sequence Number.....	:	786579	
Aid Year Code	:	0203	
Term Code	:	200310	
Fund Code	:	STFDX	
Fund Code	:	SUESUB	
Fund Code	:	SUEUNS	
Reference Id	:		
Sort order	:	N	
Total log records processed.....	:	2	

Loan Funding Exception Report (RPRLNEX)

Description The Loan Funding Exception Report (RPRLNEX) lists students whose total loan disbursements for a given term are different by more than a tolerance amount from the amount in the loan by term table (RPRLATR) for the student, term, and loan application number. This report can also be run to identify discrepancies between the calculated disbursement amounts and the disbursement amounts returned by the servicer in the Response File.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term(s) for which the exception report will be run.	Financial Aid Term Code Inquiry form (ROITERM)
	Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data form (RFRBASE)
	Tolerance Amount	No	Amount of your defined variance before the student is selected for the exception report. The default is 1.00.	1.00 is the default
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID of Selection ID, and User ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application Code parameters.	User Identification Control form (GUAIDEN)
	User ID	No	The ID of the person using the sub-population rules.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Set Exclude Indicator to 'Y'	No	<p>The RPRLNEX program creates a report listing students whose total loan disbursements for a given term are different by more than a tolerance amount from the amount in the Loan By Term table (RPRLATR), indicating whether the disbursements are greater or less than the anticipated amount. One problem was that once a student appeared on the report, you could not remove them from appearing on future runs of the report.</p> <p>If you select the Excl Flag checkbox in the Term Schedule window of the RPAELAP, RPALORG, and RPALAPP forms, the report does not display a line for this loan and term, even if there is a discrepancy in the amounts.</p> <p>Similarly, this report parameter determines whether or not to automatically set the exclude flag to 'Y' for each record appearing on the report. This prevents the record from appearing on subsequent reports, unless you manually go to one of the forms and uncheck the field.</p>	<p><i>Y Yes (default)</i></p> <p><i>N No</i></p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Process Type	N	<p>The <i>Process Type</i> parameter provides you with the ability to run the report against actual disbursements (funds applied to student's account), pending disbursements (funds received but not yet applied to the student's account), both (both actual and pending disbursements), or expected (the net disbursement amount scheduled by the lender/servicer at the time of guarantee for this disbursement and uploaded from the CommonLine Response File compared to the Certified Amount).</p> <p>The output from RPRLNEX prints a 'P' next to the Disbursed Amount to indicate that this amount includes a pending disbursement and not an actual disbursement. If no indicator appears next to the Disbursed Amount, then the amount has actually been applied to the student's account. If the term has multiple disbursements scheduled, and at least one has not been paid, the term disbursed amount is considered pending.</p> <p>For expected disbursements, RPRLNEX prints an 'S' next to the Disbursed Amount to indicate that this is the amount anticipated from the Servicer based on the Response file, and is not an actual disbursement.</p>	<p><i>P Pending Disbursements (funds received but not yet applied to the student's account)</i></p> <p><i>A Actual Disbursements (funds applied to student's account)</i></p> <p><i>B Both Actual and Pending Disbursements</i></p> <p><i>E Expected (disbursement amounts that have been reported by the guarantor/servicer at the time of the guarantee that exceed a tolerance level for the expected amount.)</i></p> <p>When the process type of E (Expected) is selected, the Set Exclude Indicator to 'Y' parameter for this report must equal N (No).</p>
	Process EFT Only	No	The RPRLNEX Process at one time compared all payments regardless of the source of the funds (EFT vs. paper check). A <i>Y (Yes)</i> for this parameter restricts the report to only payments received via EFT. Some schools did not want to review discrepancies on manually entered checks.	<p><i>N No (Default)</i></p> <p><i>Y Yes</i></p>
	Reference ID	No	Enter a Reference ID (check/batch number) for this parameter to only produce the report on all payments received in the same batch. With EFT, the Reference ID is the same on all records in the batch.	Electronic Payment Receipt form (RPAEPMT)

Loan Funding Exception Report Sample

26-APR-2002
Report name:

SunGard Higher Education Development
Loan Disbursement Exception Report

1
RPRLNEX

Student Name	ID	Term	Fund	Appl#	Disb#	Disbursed/ Serv Disb*	Estimated Ind**	Comment
Lawson, Elaine	511009007	200310	SUEUNS	001	01	91440.11	P	11618.66 A Disbursements > Estimated Amt
Lawson, Elaine	511009007	200320	SUEUNS	001	11	1440.00	P	11617.69 A Estimated Amt > Disbursements
Schneider, Chris	511009002	200310	SUEPL	006	01	0.00		3201.00 E Estimated Amt > Disbursements
Schneider, Chris	511009002	200310	SUEPL	007	01	0.00		533.50 E Estimated Amt > Disbursements
Schneider, Chris	511009002	200310	SUESUB	008	01	0.00		965.76 A Estimated Amt > Disbursements
Schneider, Chris	511009002	200310	SUEUNS	009	01	0.00		1039.84 A Estimated Amt > Disbursements
Schneider, Chris	511009002	200320	SUEPL	006	03	0.00		3201.00 E Estimated Amt > Disbursements
Schneider, Chris	511009002	200320	SUEPL	007	03	0.00		533.50 E Estimated Amt > Disbursements
Schneider, Chris	511009002	200320	SUESUB	008	03	0.00		476.16 A Estimated Amt > Disbursements
Schneider, Chris	511009002	200320	SUEUNS	009	03	0.00		512.16 A Estimated Amt > Disbursements
Samuelson, Anders	511009003	200310	SUEPL	003	01	1162.06	P	3540.50 E Estimated Amt > Disbursements
Samuelson, Anders	511009003	200310	SUESUB	004	01	0.00		1920.00 A Estimated Amt > Disbursements
Samuelson, Anders	511009003	200320	SUEPL	003	02	0.00		3540.50 E Estimated Amt > Disbursements
Waterson, Mary	511009004	200310	SUEPL	004	01	0.00		3071.99 E Estimated Amt > Disbursements
Waterson, Mary	511009004	200310	SUEUNS	005	01	0.00		1503.50 A Estimated Amt > Disbursements
Waterson, Mary	511009004	200320	SUEPL	004	02	0.00		3071.02 E Estimated Amt > Disbursements
Waterson, Mary	511009004	200320	SUEUNS	005	02	0.00		1503.50 A Estimated Amt > Disbursements
Zuntag, Kelly	511009005	200310	SUESUB	005	01	0.00		1920.00 E Estimated Amt > Disbursements
Zuntag, Kelly	511009005	200310	SUEUNS	006	01	0.00		2134.00 E Estimated Amt > Disbursements
Zuntag, Kelly	511009005	200320	SUESUB	005	03	0.00		2880.00 E Estimated Amt > Disbursements
Zuntag, Kelly	511009005	200320	SUEUNS	006	03	0.00		3201.00 E Estimated Amt > Disbursements

*Disbursed/Serv Disb: P=Pending, S=Anticipated from servicer

**Estimated Ind: A = Approved, E = Expected, R = Recommended

26-APR-2002
Report name:

SunGard Higher Education Development
Loan Disbursement Exception Report

RPRLNEX²

CONTROL SUMMARY

Program Name.....: RPRLNEX (5.5)
Run Sequence Number.....: 783476
Term Code: 200320
Term Code: 200310
Fund Code: SUESUB
Fund Code: SUEPL
Fund Code: SUEUNS
Tolerance Amount: 1
Application code: FINAID
Selection ID: SUE_ED
Creator ID: SCONROY
User ID: SCONROY
Set Exclude Ind: N
Process Type: P
Process EFT Only: N
Reference ID:
Total log records processed.....: 21

Direct Loan Record Creation (RPRLORC)

Description This program creates Direct Loan origination records based on students' Federal Direct Loan awards. The program automatically creates origination records for all fund codes that have been identified as Direct Loan funds on the Fund Management form (RFRMGMT). Only fund codes where `RFRASPC_DIRECT_LOAN_IND = S` (Subsidized Direct), *U* (Unsubsidized Direct), *P* (Direct Parent PLUS), *G* (Direct Grad PLUS), or *O* (Other Loan) are processed.

Existing origination records which have not yet had promissory notes printed, have not been transmitted to COD and are not locked will be deleted and replaced with new origination records with the most recent information. If the student's award increases after the promissory note has been printed, the record has been transmitted to COD or is locked, a new loan origination record (with a new DL sequence number) will be created in addition to the existing record for the difference between the old origination record(s) and the current award.

Origination records consist of records in the following tables:

- RPRLATR Loan by Term Table (one record per term per loan)
- RPRLADB Loan Disbursement Table (a minimum of two records per loan)
- RFRPROM Promissory Note Table (one record per loan)

This batch loan origination process is the only process that creates Direct Loan Origination records. Therefore, you should uncheck the **Create Application When Loan Accepted** and **Create Application When Requirement Satisfied** functions on the Loan Options form (RPRLOPT) for all Direct Loan funds. All Direct Loan funds should have the **Loan Process** indicator checked and the **Disburse** indicator set to *None* on the Fund Management form (RFRMGMT). This is necessary for the Disbursement Program to use the loan module table (RPRLADB) for disbursement rather than the disbursement schedule table (RPRADSB).

The RPRLORC Process creates a log file. This file includes an alphabetic list of all students processed, all the Direct Loans in their packages (with current award statuses and amounts), the number and amount of existing Direct Loan origination records, and the sequence number, amount and loan period code for any new Direct Loan origination records created on this run of the program. If a student has an existing origination record which has not been sent to COD, has not had its Promissory Note printed, and is not locked, then the log file displays the comment "Existing record replaced" which means that the old origination record was actually deleted and a new one created with current data from the student's award and need analysis records. These records will reuse the prior Direct Loan Sequence Number.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Create if Awrd in Offer Status	Yes	This parameter controls whether loan origination records are created based on the status of the award being “offered” or “accepted”. Schools that choose to send Direct Loan Promissory Notes with the student’s award letter will need to create Origination records while the fund is still offered. If this parameter is set to Y (Yes), awards in an offered or accepted status will have Direct Loan origination records created. If this parameter is set to N (No), the system only processes those awards with an accepted status.	Y - Create origination records with an <i>Offered</i> or <i>Accepted</i> status N - Only create origination records for those awards with an <i>Accepted</i> status.
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID, and User ID parameters.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and User ID parameters.	User Identification Control form (GUAIDEN)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Fund Code	Yes	RPRLORC creates originations for fund codes specified in this parameter. If the student does not have one of the specified fund codes, then no originations are created. If the student has multiple DL fund codes, originations are only created for those defined in this parameter.	You can enter multiple values. Fund Base Data form (RFRBASE)
	Default Origination Status	Yes		<i>N - Not Ready(default)</i> <i>R - Ready to send</i>
	Process Indicator	Yes	Indicates batch or online processing. The default is <i>B</i> . A batch process is required when you initiate the process on the GJAPCTL form.	<i>B - Batch</i> <i>O - Online processing</i>
	Student ID	No	Enter a student ID only if you want to create a loan record for a single student.	
	Permanent Address Type Default	No	<p>Default Address Type to select when creating a loan record permanent address. You can associate a loan origination with a permanent address from the SPRADDR table rather than that the address from the FAFSA. Multiple address types can be entered as job parameters to select the appropriate SPRADDR address type. If no SPRADDR address exists for the type(s) entered, the FAFSA address will be used.</p> <p>To select the SPRADDR address, enter a 3-character value such as 1PR, 2MA, 3CA, etc. where the first character determines the priority order for the address type and the last two characters determine the address type. The RPRLORC process uses these values to search for the addresses in the priority order specified.</p>	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Local Address Type Default	No	<p>Default SPRADDR Address Type to select when creating a loan record local address. You associate the loan origination with this local address. You can enter multiple address types as job parameters.</p> <p>You can enter 3-character value such as 1PR, 2MA, 3CA, etc. where the first character determines the priority of the address type and the last two characters determine the address type. The RPRLORC process uses these values to search for the addresses in the priority order specified.</p>	
	Default Academic Year Start Dt	No	<p>Default start date for student's academic year (borrower based). This parameter and the Default Academic Year End Dt parameter are only used when you run this process in batch mode with a population selection. If you do not use a population selection during the RPRLORC batch process, the process uses start and end dates that were established on the Loan Period Base Data form (RPRLPRD).</p>	
	Default Academic Year End Dt	No	<p>Default end date for student's academic year (borrower based). This parameter and the Default Academic Year Start Dt parameter are only used when you run this process in batch mode with a population selection. If you do not use a population selection during the RPRLORC batch process, the process uses start and end dates that were established on the Loan Period Base Data form (RPRLPRD).</p>	<p><i>Y - Yes</i></p> <p><i>N - No</i></p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Default Disclosure Print Ind	No	<p>Indicates whether COD or your school prints the Disclosure Statement.</p> <p>A checkbox in the Promissory Note Summary window of the RPALORG form is the method to request that a Loan Disclosure be reprinted by COD and mailed to the student. This request is extracted with the Origination Change Records via the REREX08 Process and transmitted to COD.</p> <p>To reprint a Loan Disclosure that had been printed by the school, remove the Disclosure Statement Print Date from the Disclosure Statement Options window on RPALORG and the loan will be selected to print a new Disclosure Statement the next time the RPRDSPT process is run.</p>	<p><i>Y - COD prints and sends to borrower (default)</i></p> <p><i>S - School prints and sends to borrower</i></p>
	User ID	No	The Banner ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	
	School Prom Note Status	Yes	<p>The School Prom Note Status parameter enables you to select a default promissory note status that indicates whether the student is expected to complete a paper or an E-MPN. This parameter is required.</p> <p>Once RPRLORC has determined that a promissory note is required for a loan, the value entered for this parameter is automatically entered in the School PN Status field on the RPALORG form. The status of <i>Q</i> uses the same processing logic as the status of <i>R</i>.</p>	<p><i>R - Paper MPN Ready to Print</i></p> <p><i>Q - Electronic MPN Ready to Sign</i></p>
	Default Loan Period	No		RPBLPRD_EQUAL
	Default Loan Status	No		RTVLNST

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Lock Indicator Default	Yes		
	Direct Loan School Code	No	<p>The RPRLORC Process uses the Direct Loan School Code (RORCAMP_DL_SCHOOL_CODE) field on the Campus/EDE Defaults window of the Institution Financial Aid Options form (ROAINST) to separate records by campus code during loan origination. If a school code does not exist on the Campus/EDE Defaults window, the RPRLORC Process uses the Direct Loan School Code field on the Loan Options window as the default value.</p> <p>If you enter a Direct Loan School Code for this parameter, the RPRLORC Process only creates loan origination records for the campus that matches the Direct Loan School Code based on the hierarchy noted in the previous paragraph.</p> <p>If you do not enter a Direct Loan School Code for this parameter, the RPRLORC Process creates loan origination records for all campuses.</p>	Direct Loan School Code

Direct Loan Record Creation (RPRLORC.lis)

14-JAN-2010 02:01:31 PM ASUNGARD UNIVERSITY of BANNER 1
 Aid Year: 0910 Loan Origination Record Creation Log RPRLORC

Student ID	Name	FUND	-YEAR INFO- AWST AMOUNT	-CURR LOANS- COUNT AMOUNT	---	NEW LOANS --- SEQ AMOUNT LPRD	RESULT/COMMENT
998-00-0004	HEKICH, DANNY L	DGPLUS	ACPT 5,000	0 0	1	5,000 FASP10	
998-00-0007	JKICH, THERESA C	DLPLUS	ACPT 5,000	0 0	1	5,000 FASP10	
		MKDIRE	ACPT 3,500	0 0	1	3,500 FASP10	

14-JAN-2010 02:01:31 PM ASUNGARD UNIVERSITY of BANNER 2
 Aid Year: 0910 Loan Origination Record Creation Log RPRLORC

CONTROL SUMMARY

```

Program Name.....: RPRLORC
Version Number.....: 8.6
Run Sequence Number.....: 223772
Aid Year Code.....: 0910
Create for awards in Offered Status Y/N..: Y
Application ID.....: FINAID
Selection ID.....: MANUAL
Creator ID.....: MKICHLIN
User ID.....: MKICHLIN
Fund Code.....: DLPLUS
Fund Code.....: DGPLUS
Fund Code.....: MKDIRE
Fund Code.....: DIRECT
Default Origination Status.....: R
Online/Batch Processing O/B.....: B
Student ID.....:
Address Types for Loan Permanent Address..: 1PR
Address Types for Loan Local Address.....: 1MA
Academic Year Start Date.....:
Academic Year End Date.....:
Default Disclosure Print Ind.....: Y
School Prom Note Status.....: R
Direct Loan School Code.....: G80006
Default Loan Period.....:
Default Loan Status.....:
Default Lock Indicator.....: N
  
```

Loan Summary Report (RPRLSUM)

Description The Loan Summary Report provides summarized information on applicant loans.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Fund Code	No	If you enter one or more fund codes, you can restrict the information on this report to only those funds. Note that you can only enter loan related funds (those funds with the Loan Process field checked on the Fund Management form (RFRMGMT)).	Loan Fund Data Query form (RFQLFND)
	Loan Status Code	No	If you enter one or more loan status codes, you can restrict the information on this report to only those status codes. For example, you can view only those loans with an approved status.	Loan Status Validation form (RTVLNST)
	Lender ID	No	You can restrict the information on this report to only include those Lender IDs that you enter for this parameter. You can enter multiple values for this parameter.	Lender Base Data Query form (RPQLNDR)
	Sort Option	No	The available sort options for this report are:	<i>1</i> Name <i>2</i> Fund Code <i>3</i> Loan Status <i>4</i> Lender ID
	Disbursement Detail Print	Yes	This parameter provides the option to print the term disbursement detail or to print only the term summary information.	<i>Y</i> Print Disbursement Detail <i>N</i> Do not print Disbursement Detail
	Application ID	No	Application ID of the population selection.	Application Inquiry form (GLIAPPL)

Parameters (cont)	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	The ID of the person that created the population rules.	
	User ID	No	The ID of the person who used the population rules.	

Loan Summary Report Sample

28-AUG-2007 12:17:24 PM				BANNER University				PAGE	1
AID YEAR: 0607 2006-2007 Aid Year				Loan Summary Report				RPRLSUM	

NAME: Laird-Depend, Newcalc2				ID: 511007012					
FUND: CODE SUESUB	LOAN: TYPE S	APPL: NO. 1	STATUS: APPR	LENDER ID: 814609	REQUESTED AMOUNT 1000.00	CERTIFIED AMOUNT 1000.00	APPROVED AMOUNT 1000.00	PAID AMOUNT 285.13	
TERM CODE		DISB NO.		SEQ NO.	ESTIMATED AMOUNT	PAID/RETURNED AMOUNT	PAID DATE		
200710		1		1	490.00	485.13	02-MAY-2007		
200710		1		2	0.00	-200.00	02-MAY-2007		
200720		2		1	490.00				
FUND: CODE SUEUNS	LOAN: TYPE U	APPL: NO. 7	STATUS: APPR	LENDER ID: 814609	REQUESTED AMOUNT 500.00	CERTIFIED AMOUNT 500.00	APPROVED AMOUNT 500.00	PAID AMOUNT 0.00	
TERM CODE		DISB NO.		SEQ NO.	ESTIMATED AMOUNT	PAID/RETURNED AMOUNT	PAID DATE		
200710		1		1	245.00				
200720		2		1	245.00				
TOTAL LOAN APPLICATIONS:				2					
TOTAL AMOUNT REQUESTED:				1500.00					
TOTAL AMOUNT CERTIFIED:				1500.00					
TOTAL AMOUNT APPROVED:				1500.00					
TOTAL AMOUNT PAID:				285.13					

28-AUG-2007 12:17:24 PM
AID YEAR: 0607 2006-2007 Aid Year

BANNER University
Loan Summary Report

PAGE 2
RPRLSUM

NAME: Lairdneed2-Laird, Samantha ID: 511007007

FUND: CODE SUESUB	LOAN: TYPE S	APPL: NO. 1	STATUS: APPR	LENDER ID: 814609	REQUESTED AMOUNT 1000.00	CERTIFIED AMOUNT 1000.00	APPROVED AMOUNT 1000.00	PAID AMOUNT 332.00
	TERM CODE		DISB NO.	SEQ NO.	ESTIMATED AMOUNT	PAID/RETURNED AMOUNT	PAID DATE	
	200710		1	1	332.00	332.00	07-FEB-2007	
	200720		2	1	332.00			
	200730		3	1	331.00			
TOTAL LOAN APPLICATIONS:				1				
TOTAL AMOUNT REQUESTED:				1000.00				
TOTAL AMOUNT CERTIFIED:				1000.00				
TOTAL AMOUNT APPROVED:				1000.00				
TOTAL AMOUNT PAID:				332.00				

28-AUG-2007 12:17:24 PM
AID YEAR: 0607 2006-2007 Aid Year

BANNER University
Loan Summary Report

PAGE 3
RPRLSUM

REPORT SUMMARY:

NUMBER OF APPLICANTS: 2
NUMBER OF LOAN APPLICATIONS: 3

FUND CODE	DESCRIPTION	REQUESTED AMOUNT	CERTIFIED AMOUNT	APPROVED AMOUNT	NET PAID AMOUNT
SUESUB	Sue Subsidized loan	2000.00	2000.00	2000.00	617.13
SUEUNS	Sue Unsubsidized loan	500.00	500.00	500.00	0.00
		2500.00	2500.00	2500.00	617.13

28-AUG-2007 12:17:24 PM
AID YEAR: 0607 2006-2007 Aid Year

BANNER University
Loan Summary Report

PAGE 4
RPRLSUM

* * * REPORT CONTROL INFORMATION * * *

PROGRAM NAME: RPRLSUM
VERSION: 7.9

REPORT SEQUENCE NUMBER: 208085
AID YEAR: 0607
FUND CODE: SUEUNS
 : SUESUB

LOAN STATUS CODE:
LENDER ID:
SORTING OPTION: 1
DISBURSEMENT DETAIL PRINT: Y

APPLICATION ID: FINAID
SELECTION ID: SUE
CREATOR ID: SLAIRD
USER ID: SLAIRD

LINE COUNT: 55

Promissory Note Print Process (RPRPNPT)

Description The Promissory Note Print Process (RPRPNPT) creates print files and address label files for Direct Loan Promissory Notes based on the information that you see on the RPALORG form. The process only selects loan records when the school promissory note status is *R (Ready to print)*, provided basic data such as the Year in College (Class code), Birth Date and the SSN are provided for the student. If this required information is not found, the RPRPNPT Process displays an error and skips that loan record. The RPRPNPT Process automatically updates the Promissory Note window of RPALORG form with a **PN** status of *P (Printed)* and adds a print date for all of the printed promissory notes.

The RPRPNPT Process produces the following files:

- **rprpnpt_XXXXXX.lis**—This file shows the activity that took place when the process was run. It lists the students for whom a promissory note was printed in alphabetical order.
- **rprpnpt_XXXXXX.li3**—This file is used to print mailing labels for students who have had promissory notes printed. One mailing label is created for each promissory note; not necessarily one for each student/parent. Labels print three across and are preceded by several pages of alignment characters.
- **rprpnpt_XXXXXX.li4**—This file contains data for the Subsidized and Unsubsidized Direct Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL Stafford MPN Without Labels form.
- **rprpnpt_XXXXXX.li5**—This file contains the data for the Parent PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.
- **rprpnpt_XXXXXX.li6**—This file contains the data for the Graduate PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.
- **rprpnpt_XXXXXX.log**—This file is the standard process log file.



Note

Previously printed promissory notes can also be reprinted by setting the **School PN Status** field in the Promissory Note Summary window of the Federal Direct Loan Origination form (RPALORG) to *R (Ready to Print)*. This enables the promissory note record to be selected again by the print program. By reprinting in this manner, the new promissory note prints with

the data currently on the RPALORG form so it may not be an exact duplicate of the note previously printed. It will also update the fields to the current date. ■



Note

You can enter a value of *S (School Reprints)* in the **MPN Reprinting Requested** field in the Promissory Note Summary block of the RPALORG form to reprint the Promissory Note. The **School PN Status** for the existing MPN must be either a *P (Printed)* or an *S (Signed and Returned)*. None of the promissory note values on the RPALORG form are changed when this note is reprinted. The RPRPNPT Process reprints another copy of the Promissory Note that was previously printed. ■

rprpnpt.li4 (Subsidized/Unsubsidized Direct Loan MPN), rprpnpt.li6 (Grad PLUS Loan MPN), and rprpnpt.li5 (Parent PLUS Loan MPN) Printing Instructions

The *PostScript Laser Printer* parameter enables you to select postscript printing for the PLUS MPN (rprpnpt.li5 and rprpnpt.li6) and for the revised subsidized/unsubsidized MPNs (rprpnpt.li4). The output files are designed for preformatted MPN forms in a portrait print layout.

If you select *Y (Yes)* for the PostScript Laser Printer parameter, you can send the files directly to your printer from your jobsub directory.

However, if you do not have the capability to print from your jobsub directory, select *N (No)* for the PostScript Laser Printer parameter and send your output to *DATABASE* (enter *DATABASE* in the **Printer** field).

1. Review the files using the Review Output option to access the Saved Output Review form (GJIREVO). You may either use the Save to File option to save this to your local machine or you may FTP the file to your machine.
2. Open and print the file with Microsoft Word.
3. Your margins in Word should be set as follows to prevent line wrapping on the printed MPN:

From the File Menu, select Page Setup and review the Margins tab. Top: should be set to 0.25", Bottom: of 0.20", Left: at 0.35", and Right: of 0.20". This allows the Field labels and the Banner data to be printed within the allowable space provided on the formatted MPNs.

4. After you have reset the margins and loaded the printer with the correct MPN forms, you can print the MPN.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Fund Code	Yes	Identifies which Banner Fund Codes to process. All fund codes listed here must be for Direct Loans (Direct Loan Indicator - RFRASPC_DIRECT_LOAN_IND - = 'S', 'U', 'P', or 'G'). You can combine subsidized/unsubsidized funds with PLUS funds in the same run of the program. PLUS promissory notes use different preformatted MPNs than subsidized/unsubsidized loans so there are separate print files for the subsidized/unsubsidized loans and the PLUS loans. Subsidized and unsubsidized loans use the same MPN. To enter multiple fund codes from job submission (the GJAPCTL form) you need to insert another record for the Fund Code parameter with a different fund code.	
	Sub/Unsub on Same Note	No	If a student has a subsidized and an unsubsidized loan, each needing a promissory note printed, this option allows them both to be printed on the same MPN (Y) or on separate MPNs (N).	
	Number of Copies to be Printed	No	At a minimum, two copies of the promissory note need to be created; one for the student to keep and one for the student to return. If you wish to print a school file copy, choose 3. This option will print all copies of the same note one after another (i.e., all copies for the student will be together) as opposed to sending the lis file to the printer multiple times which will not.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Perm (P) or Local (L) Address	No	This option determines whether you want to print the student/parent's permanent or local address on the promissory note. If you choose the local address, you must make sure that you've entered the student/parent's local address on the RPALORG form.	
	Office Name	No	A section on the printed promissory note includes the name and address of the institution so the student knows where to return the signed note. The process automatically captures the school name from the GUAINST form, but the office name (i.e., Financial Aid Office) and address must be entered as parameters. The address for the student to return the promissory note is probably different from the school address on GUAINST. Due to space limitations on the approved promissory note, the office name cannot exceed 20 characters.	
	Street Address	No	Due to space limitations on the approved promissory note, the street address cannot exceed 20 characters.	
	City, State, Zip	No	Due to space limitations on the approved promissory note, the city, state, ZIP line cannot exceed 24 characters.	
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID, and User ID parameters	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and User ID parameters.	
	Reprint Document ID (Y,N)	No	Allows you to reprint promissory notes from a specific Promissory Note Manifest Document ID.	Default is N
	Document ID	No	If the previous parameter is a Y, this parameter identifies which Document ID to reprint.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and Creator ID parameters.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	PostScript Laser Printer (Y/N)	No	Use this parameter to select postscript printing for the PLUS MPN (rprpnpt.li5 and rprpnpt.li6) and for the revised subsidized/unsubsidized MPNs (rprpnpt.li4). This parameter allows for special printing requirements such as the need for italics on the MPNs. The output files are designed for preformatted MPN forms in portrait print format.	<p>If you are able to print the rprpnpt.li4/rprpnpt.li5/rprpnpt.li6 files directly from your jobsub directory, select <i>Y</i> (Yes) to have the proper printing layout for the preformatted MPNs. (The default is <i>Y</i>)</p> <p>However, if you are unable to send files from your jobsub directory right to your printer, you should select <i>N</i> (No) and send your output to <i>DATABASE</i>. You can print these files with Microsoft Word. This will not provide the Section labels for Section A, B, or C in italics as it would if PostScript printing was selected. SunGard Higher Education has confirmed that COD will accept the completed MPN document for imaging without the Section A, B, or C labels in italics.</p>
	Direct Loan School Code	No	<p>If you want to restrict the printing of promissory notes to a specific campus, enter the Direct Loan School Code for that campus. This parameter restricts the process by campus code as determined by the School Code field on the main window of the Direct Loan Origination form (RPALORG). The value in the School Code field of the RPALORG form is populated by the Direct Loan Origination Process (RPRLORC) or manually updated prior to the extraction of the record.</p> <p>If you do not enter a value for this parameter, the process is not restricted by a school code and prints all promissory notes for all campuses.</p>	Direct Loan School Code

RPRPNPT.lis Sample

The following data is the activity that took place when the process was run. It lists the students for whom a promissory note was printed in alphabetical order.

12-APR-2007 03:31:21 PM		BANNER University		1	
Aid Year: 0708		Promissory Note Print Report		RPRNPPT	
Seq	ID	Name	Fund	SEQ	Message
1	408-00-4004	Bryant, Amy L	DIRECT	1	MPN Both Sub/Unsub
2	408-00-4005	Bryant, Asia M	DIRECT	1	MPN Both Sub/Unsub
3	517-00-1735	Handy, Katelyn	DIRECT	1	MPN Both Sub/Unsub
4	777-70-0399	Handy, Niliabeth	DIRECT	1	MPN Both Sub/Unsub
5	517-00-1430	Handy, Shanna L	DIRECT	1	MPN Both Sub/Unsub
6	236-00-0517	Handy, Sandra L	DIRECT	1	MPN Both Sub/Unsub
7	777-70-0556	Handy, Linda M	DIRECT	1	MPN Both Sub/Unsub
8	162-44-0049	Muehlhof, Fortynine I	DIRECT	1	MPN Both Sub/Unsub

[illegible]

12-APR-2007 03:31:21 PM
Aid Year: 0708

BANNER University
Promissory Note Print Report

3
RPRNPNT

Seq	ID	Name	Fund	SEQ	Message
1	408-00-4001	Bryan, April	DIRECT	1	
2	408-00-4003	Bryant, Alise T	DIRECT	1	
3	408-00-4007	Bryant, Anna	DIRECT	1	
4	408-00-4002	Bryant, Ariel L	DIRECT	1	
5	408-00-4029	Bryant, Jessie M	DLPLUS	1	
6	408-00-4003	Bryant, Alise T	DLPLUS	1	not printable
7	408-00-4008	Bryant, Aaron C	DLPLUS	1	
8	408-00-2012	Bryant12, Kayd2012	DLPLUS	1	
9	555-00-0609	Handy, Kara A	DIRECT	1	
10	777-70-0832	Handy, Carrie A	DLPLUS	1	not printable
11	517-00-3378	Handy, Bob P	DLPLUS	1	not printable
12	777-70-0877	Handy, Anthony D	DLPLUS	1	not printable
13	511-00-3326	Handy, Anna	DLPLUS	1	not printable
14	511-00-8328	Handy, Angela L	DLPLUS	1	not printable
15	555-00-0559	Handy, Anastasia M	DLPLUS	1	
16	777-70-0359	Handy, Amy L	DLPLUS	1	
17	555-00-6793	Handy, Alexandra L	DLPLUS	1	
18	130-00-4412	Handy, Adebola A	DLPLUS	1	
19	130-00-2751	Handy, Rachel E	DLPLUS	1	not printable
20	555-00-0148	Handy, Nicholas A	DLPLUS	1	not printable
21	517-00-0364	Handy, Monica	DLPLUS	1	not printable
22	777-70-0742	Handy, Michael J	DLPLUS	1	not printable
23	555-00-0829	Handy, Melissa D	DLPLUS	1	not printable
24	236-00-1331	Handy, Lucero	DLPLUS	1	not printable
25	130-00-2378	Handy, Lauretta J	DLPLUS	1	not printable
26	555-00-3638	Handy, Kori A	DLPLUS	1	not printable
27	408-00-3972	Handy, Kimberly V	DLPLUS	1	not printable
28	408-00-8268	Handy, Tung	DLUNSB	1	
29	777-70-0529	Handy, Sophak	DLUNSB	1	
30	777-70-0424	Handy, Samantha E	DLUNSB	1	
31	130-00-2751	Handy, Rachel E	DLUNSB	1	
32	777-70-0742	Handy, Michael J	DLUNSB	1	
33	130-00-0056	Handy, Melissa A	DLUNSB	1	
34	555-00-7792	Handy, Maximiliano	DLUNSB	1	
35	555-00-9341	Handy, Mark F	DLUNSB	1	
36	777-70-0839	Handy, Marcia S	DLUNSB	1	
37	777-70-0420	Handy, Yuliya A	DLUNSB	1	

12-APR-2007 03:31:21 PM
Aid Year: 0708

BANNER University
Promissory Note Print Report

4
RPRPNPT

Seq	ID	Name	Fund	SEQ	Message
38	777-70-0165	Handy, Laura A	DLUNSB	1	
39	555-00-3638	Handy, Kori A	DLUNSB	1	
40	408-00-0042	Handy, Kimberly R	DLUNSB	1	
41	408-00-5211	Handy, Kelli A	DLUNSB	1	
42	130-00-0560	Handy, Joseph E	DLUNSB	1	
43	777-70-0420	Handy, Yuliya A	DLPLUS	1	not printable
44	777-70-0539	Handy, Stephen N	DLPLUS	1	not printable
45	777-70-0424	Handy, Samantha E	DLPLUS	1	not printable
46	408-00-0042	Handy, Kimberly R	DLPLUS	1	not printable
47	408-00-5211	Handy, Kelli A	DLPLUS	1	not printable
48	517-00-1735	Handy, Katelyn	DLPLUS	1	not printable
49	555-00-0609	Handy, Kara A	DLPLUS	1	not printable
50	130-00-0560	Handy, Joseph E	DLPLUS	1	not printable
51	236-00-0857	Handy, John N	DLPLUS	1	not printable
52	777-70-0654	Handy, Dasheina P	DLPLUS	1	not printable
53	408-00-3352	Handy, Christine M	DLPLUS	1	not printable
54	777-70-0539	Handy, Stephen N	DIRECT	1	
55	555-00-0148	Handy, Nicholas A	DIRECT	1	
56	236-00-1331	Handy, Lucero	DIRECT	1	
57	555-00-0829	Handy, Melissa D	DIRECT	1	
58	100-00-0600	Kevitch, Brielle N	DLPLUS	1	not printable
59	182-00-0002	Schrum, Two B	DLPLUS	1	not printable
60	578-78-2605	spriden last name 05, spriden_	DIRECT	1	not printable

12-APR-2007 03:31:21 PM BANNER University 5
 Aid Year: 0708 Promissory Note Print Report RPRPNPT

Seq	ID	Name	Fund	SEQ Message
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Program Name      : RPRPNPT (7.6)
One up Number    : 97129
Aid Year Code    : 0708
Fund Code       : DLPLUS
Fund Code       : DGPLUS
Fund Code       : DLUNSB
Fund Code       : DIRECT
Sub and Unsub on Same note : Y
Number of Copies to be printed : 1
Perm (P) or Local (L) Address : P
Office Name      : Banner University
Street Address   : 123 Main Street
City,State,Zip   : Scarborough, ME 04074
Application Code :
Report Selection Query ID :
Creator ID of Selection ID :
Reprint Document ID(Y,N) : N
Document ID      :
User ID          :

PostScript Laser Printer(Y,N) : N
Direct Loan School Code : G80006
  
```

FINAL STATS

Single SUB/UNSUB totals			
Total rows read.....	0		
Single SUB/UNSUB notes printed.....	0		
Single SUB/UNSUB notes not printed....	0		
Combined SUB/UNSUB totals			
Total rows read.....	8	Single Grad PLUS totals	
MPN Combined notes printed.....	8	Total rows read.....	0
MPN Combined notes not printed.....	0	Single Grad PLUS Notes printed.....	0
		Single Grad PLUS Notes not printed...	0
Single Parent PLUS totals			
Total rows read.....	60		
Single Parent PLUS notes printed.....	31		
Single Parent PLUS notes not printed..	29		

RPRPNPT.li4 Sample

The following data is an illustrative sample of the rprpnpt.li4 data that is produced by the RPRPNPT process. This file contains the Subsidized and Unsubsidized Direct Loan Master Promissory Notes. Preformatted MPN forms Without Data Labels must be used to print promissory notes.

SECTION A: BORROWER INFORMATION READ INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION

1. Driver's License State and Number	2. Social Security No.
RI-2493291	
3. E-mail Address (optional)	777-70-0539
4. Name and Address	5. Date of Birth 10/05/1988
HANDY, STEPHEN N	6. Area Code/Telephone No.
123 MAIN ST.	(124) 123-4567
MEMPHIS, RI 38106	

SECTION B: SCHOOL INFORMATION

8. School Name and Address	9. School Code/Branch	10. Identification No.
BANNER University	G80006	
Banner University 123 Main Street		
Scarborough, ME 04074		777700539-M-08-G80006-0-01

SECTION A: BORROWER INFORMATION READ INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION

1. Driver's License State and Number	2. Social Security No.
RI-2425188	
3. E-mail Address (optional)	555-00-0148
4. Name and Address	5. Date of Birth 11/22/1988
HANDY, NICHOLAS A	6. Area Code/Telephone No.
123 MAIN ST.	(123) 123-4567
MEMPHIS, TN 38106	

SECTION B: SCHOOL INFORMATION

8. School Name and Address	9. School Code/Branch	10. Identification No.
BANNER University	G80006	
Banner University 123 Main Street		
Scarborough, ME 04074		555000148-M-08-G80006-0-01

RPRPNPT.li5 Sample

The following data is an illustrative sample of the rprpnpt.li5 data that is produced by the RPRPNPT process. This file contains the data for the Parent PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.

SECTION A: PARENT INFORMATION READ INSTRUCTIONS IN SECTION G BEFORE COMPLETING THIS SECTION

1. Driver's License State and No. TN-777777	2. Social Security No. 555-55-5555	3. Date of Birth 10/25/1960
4. E-mail Address (optional)	6. Home Area Code/Telephone No. (777) 777-7777	
5. Name (Last, First, M.I.) and Address Bryant, Kessie 222 Main Street Memphis, TN 38109	7. U.S. Citizenship Status (Check one) (1) <input checked="" type="checkbox"/> U.S. Citizen or National (2) <input type="checkbox"/> Permanent Resident/Other Eligible Non-Citizen If (2), Alien Registration No.	

SECTION B: SCHOOL INFORMATION

12. School Name and Address BANNER University Banner University 123 Main Street Scarborough, ME 04074	13. School Code/Branch G80006	14. Identification No. 408004029-N-08-G80006-0-01
--	----------------------------------	--

SECTION C: STUDENT INFORMATION

15. Student's Name (last, first middle initial) BRYANT, JESSIE M	16. Social Security No. 408-00-4029	17. Date of Birth 07/23/1986
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RPRPNPT.li6 Sample

The following data is an illustrative sample of the rprpnpt.li6 data that is produced by the RPRPNPT process. This file contains the data for the Grad PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.

SECTION A: BORROWER INFORMATION READ INSTRUCTIONS IN SECTION G BEFORE COMPLETING THIS SECTION

1. Driver's License State and No. MT-517008005	2. Social Security No. 517-00-8005	3. Date of Birth 11/07/1982
4. E-mail Address (optional)	6. Home Area Code/Telephone No. (406) 697-1116	
5. Name (Last, First, M.I.) and Address RUCKER, TEST8005 F 2445 1st Ave Apt 6 Huntington, MT 25703		

SECTION B: SCHOOL INFORMATION

12. School Name and Address BANNER University Banner Financial Aid 3 Country View Road Malvern, PA 19355	13. School Code/Branch G80009	14. Identification No. 517008005-N-08-G80009-0-01
---	----------------------------------	--

SECTION C: STUDENT INFORMATION

15. Student's Name (last, first middle initial) RUCKER, TEST8005 F	16. Social Security No. 517-00-8005	17. Date of Birth 11/07/1982
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Simulation Award Report (RPRSAWD)

Description The Simulation Award Report displays detailed information on applicant award records to be used during packaging simulation.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Fund Code	No	Enter a valid fund code. You can enter multiple values.	Fund Base Data form (RFRBASE)
	Sort Option	No	The available sort options for this report are:	<i>1</i> Name (default) <i>2</i> ID <i>3</i> Fund Code, Name <i>4</i> Fund Code, ID
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)

Simulation Award Report Sample

04-JUN-2003 10:14:10			SunGard Higher Education Development					PAGE 1	
AID YEAR: 0304 July 2003 - June 2004			Simulation Award Report					RPRSAWD	
ID: 601000010 NAME: Johnson, Judy J									
AID PERIOD: FA/SPR			FM GROSS NEED:		15350.00		IM GROSS NEED:		
PACKAGE GROUP: DEFAULT			FM UNMET NEED:		11650.00		IM UNMET NEED:		
PACKAGE DATE: 09-JAN-2003			APPL GAP AMT:		1000.00				
FUND		STATUS	STATUS	EXPIRE		OFFERED	ACCEPTED	DECLINED	CANCELLED
CODE	AWARD		DATE	DATE	SYS LOCK	AMOUNT	AMOUNT	AMOUNT	AMOUNT
DIRECT	ACPT	Accepted	15-DEC-2003	13-FEB-2004	M N	2000.00	2000.00		
DLUNSB	ACPT	Accepted	15-DEC-2003	13-FEB-2004	M N	600.00	600.00		
PELL	ESTI	Estimated	23-DEC-2003		S N	0.00			
SEOG	ACPT	Accepted	05-JAN-2003	06-MAR-2004	M N	100.00	100.00		
						-----	-----	-----	-----
						2700.00	2700.00	0.00	0.00

04-JUN-2003 10:14:10 AID YEAR: 0304 July 2003 - June 2004	SunGard Higher Education Development Simulation Award Report	PAGE 3 RPRSAWD
* * * REPORT CONTROL INFORMATION * * *		
RPTNAME: RPRSAWD		
REPORT SEQUENCE NUMBER: 175995		
AID YEAR: 0304		
REPORT SELECTION QUERY ID:		
APPLICATION CODE:		
CREATOR ID:		
FUND CODE:		
SORTING OPTION: 1		
LINE COUNT: 55		

Financial Aid Student Billing Payment Report (RPRSBPR)

Description The Financial Aid Student Billing Payment Report displays detailed information on any financial aid payments entered into the Accounts Receivable module of the Student System.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Term Code	Yes	Enter a valid and active term code. You can enter multiple values.	Financial Aid Term Code Inquiry form (ROITERM)
	Effective Date	No	If you enter a date for this parameter, the system only lists the transactions posted on this date.	DD-MMM-YYYY format
	Memo Detail Option	Yes	This parameter determines whether or not you want to include memo detail information on the report.	<i>Y</i> Include memo detail information (default). <i>N</i> Do not include memo detail information.
	Sorting Choice	No	The available sort options for this report are:	<i>N</i> Name (default) <i>I</i> ID

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sorting Sequence	No	The available sort options for this report are:	<i>A</i> Ascending (default) <i>D</i> Descending
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Application Code parameters.	User Identification Control form (GUAIDEN)

Financial Aid Student Billing Payment Report Sample

```

18-DEC-03 16:54:30                               Banner University                               PAGE 1
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004       F/A Student Billing Payment                RPRSBPR

NAME          ID      AID PERIOD          ACCT BALANCE    AMOUNT DUE    MEMO BALANCE
Aaron Art      100100040  FULL Full Academic Year          .00           .00           .00

<----- MEMO DETAIL ----->
FUND CODE          DETAIL          AMOUNT    TERM    EXPIRATION    EFFECTIVE
AAA      AAA Scholarship      CODE      CODE      DATE      DATE
AAA      AAA Scholarship      AAA      AAA      50.00    200001    15-OCT-03

<----- ACCOUNT DETAIL ----->
FUND CODE          TRANSACTION DETAIL          AMOUNT    BALANCE    TERM    TRANSACTION SOURCE    EFFECTIVE
INSC      Institutional Scholarship      NUMBER    CODE      CODE      400.00    .00    200001    NUMBER PAID    DATE
INSC      Institutional Scholarship      3      FAID      FAID      518.00    .00    200001
NAME          ID      AID PERIOD          ACCT BALANCE    AMOUNT DUE    MEMO BALANCE
Adams Andy      100100005  FULL Full Academic Year          296.25         .00           .00

<----- ACCOUNT DETAIL ----->
FUND CODE          TRANSACTION DETAIL          AMOUNT    BALANCE    TERM    TRANSACTION SOURCE    EFFECTIVE
INSC      Institutional Scholarship      NUMBER    CODE      CODE      73.75    .00    200001    NUMBER PAID    DATE
INSC      Institutional Scholarship      7      FAID      FAID

NAME          ID      AID PERIOD          ACCT BALANCE    AMOUNT DUE    MEMO BALANCE
Adams Chris      100100003  FULL Full Academic Year          60.00           .00           .00

<----- ACCOUNT DETAIL ----->
FUND CODE          TRANSACTION DETAIL          AMOUNT    BALANCE    TERM    TRANSACTION SOURCE    EFFECTIVE
INSC      Institutional Scholarship      NUMBER    CODE      CODE      500.00   -500.00  200001    NUMBER PAID    DATE
INSC      Institutional Scholarship      12     FAID      FAID
NAME          ID      AID PERIOD          ACCT BALANCE    AMOUNT DUE    MEMO BALANCE
Adams Jackie, Midd  111111112  FULL Full Academic Year          4169.58         .00           .00

<----- MEMO DETAIL ----->
FUND CODE          DETAIL          AMOUNT    TERM    EXPIRATION    EFFECTIVE
AAA      AAA Scholarship      CODE      CODE      DATE      DATE
AAA      AAA Scholarship      AAA      AAA      .00    200001    15-OCT-03

NAME          ID      AID PERIOD          ACCT BALANCE    AMOUNT DUE    MEMO BALANCE
Adams John      X00000002  FULL Full Academic Year          .00           .00           .00

<----- MEMO DETAIL ----->
FUND CODE          DETAIL          AMOUNT    TERM    EXPIRATION    EFFECTIVE
INSC      Institutional Scholarship      CODE      CODE      DATE      DATE
INSC      Institutional Scholarship      FAID      FAID      500.00    200001    15-OCT-03

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18-DEC-03 16:54:30

AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004

Banner University
F/A Student Billing PaymentPAGE 2
RPRSBPR

NAME	ID	AID PERIOD	ACCT BALANCE	AMOUNT DUE	MEMO BALANCE
Adams Mary	100100001		100.00	.00	.00
<----- ACCOUNT DETAIL ----->					
FUND CODE	TRANSACTION NUMBER	DETAIL CODE	AMOUNT	BALANCE	TERM
INSC Institutional Scholarship	6	FAID	500.00	.00	200001
					TRANSACTION NUMBER PAID
					SOURCE
					EFFECTIVE DATE
					27-DEC-03
Anderson Albert	699999999	SPR-S Spring Semester	182.18	.00	-2708.98
<----- ACCOUNT DETAIL ----->					
FUND CODE	TRANSACTION NUMBER	DETAIL CODE	AMOUNT	BALANCE	TERM
STFD Stafford Loan	52	FGSL	768.00	.00	200001
					TRANSACTION NUMBER PAID
					SOURCE
					EFFECTIVE DATE
					13-AUG-03
Apthor Johnny	400300213	FULL Full Academic Year	.00	.00	.00
<----- MEMO DETAIL ----->					
FUND CODE	DETAIL CODE	AMOUNT	TERM	EXPIRATION DATE	EFFECTIVE DATE
PELL Pell Grant	YPEL	875.00	199301	15-OCT-92	
Atkinson Susan, M	900000004	FULL Full Academic Year	442.00	.00	.00
<----- ACCOUNT DETAIL ----->					
FUND CODE	TRANSACTION NUMBER	DETAIL CODE	AMOUNT	BALANCE	TERM
STFD Stafford Loan	5	FGSL	267.00	.00	200001
					TRANSACTION NUMBER PAID
					SOURCE
					EFFECTIVE DATE
					22-JUN-03
Austen Jane	7777	FULL Full Academic Year	.00	.00	.00
<----- MEMO DETAIL ----->					
FUND CODE	DETAIL CODE	AMOUNT	TERM	EXPIRATION DATE	EFFECTIVE DATE
AAA AAA Scholarship	AAA	.00	199301	15-OCT-01	

18-DEC-03 16:54:30
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004

Banner University
F/A Student Billing Payment

PAGE 17
RPRSBPR

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPRSBPR
REPORT SEQUENCE NUMBER: 54239
AID YEAR: 0304
REPORT SELECTION QUERY ID:
APPLICATION CODE:
CREATOR ID:
TERM CODE: 199301
EFFECTIVE DATE:
MEMO DETAIL OPTION: Y
SORTING CHOICE: N
SORTING SEQUENCE: A
LINE COUNT: 55

RECORD COUNT: 87

SMART Grant Eligibility Report (RPRSMRT)

Description This report identifies students who may be eligible for a National SMART Grant.

- If the Students to Report (Parameter 03) is set to *A*, all students who have a financial aid (RORSTAT) record for the aid year parameter and are part of the population selection are listed on the report. All records are evaluated and a message, if necessary, indicates why the student is not eligible to receive the SMART Grant.
- If the Students to Report (Parameter 03) is set to *E*, the report lists all students who
 - have a financial aid (RORSTAT) record for the parameter aid year code who are majoring in, or intend to major in, one of the eligible majors based on the published list of eligible CIP Codes.
 - are in their third or fourth year of the program,
 - and have a Pell Grant award greater than zero for the aid year.
- The Exclude Packaged Students option (Parameter 02) excludes students already packaged with a SMART Grant. The process excludes any awards greater than 0 which have a federal fund ID of *SMRT*.



Note

Eligible students must also have a 3.0 (or higher) cumulative Grade Point Average (GPA) on a 4.0 scale to receive a SMART Grant. In many cases the SMART Grant will be packaged prior to the student completing his/her sophomore year. The student may not have the necessary GPA at the time of awarding but may have it at the beginning of his/her junior year. You may use population selection rules to select students with the necessary GPA and then use that population with this report. ■

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Exclude Packaged Students	Yes	If you select <i>Y</i> , the report excludes students already packaged with a SMART Grant. The process excludes any awards greater than 0 which have a federal fund ID of <i>SMRT</i> .	<i>Y</i> Exclude students already packaged with a SMART Grant <i>N</i> Do not exclude students already packaged with a SMART Grant (Default)
	Students to Report	Yes	<p>The <i>A</i> option reports all students who have a financial aid (RORSTAT) record for the aid year parameter and are part of the population selection. A population selection is required when you want to report on all students. All records are evaluated and a message indicates, if necessary, why the student is not eligible to receive the SMART Grant.</p> <p>The <i>E</i> option reports all eligible students who 1) have a financial aid (RORSTAT) record for the parameter aid year code who are majoring in, or intend to major in, one of the eligible majors; based on the published list of eligible CIP Codes. 2) are in their third or fourth year of the program, and (3) have a Pell Grant award greater than zero for the aid year.</p>	<i>A</i> Report all students <i>E</i> Only report eligible students (Default)
	Application Code	No	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which to work.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	ID of the person who created the population rules.	
	User ID	No	ID of the person who used the population rules.	

Smart Grant Eligibility Report — Students to Report parameter set to A

23-JUN-2006 11:22:29 AM			Banner University			1
Aid Year: 0607			SMART Grant Eligibility Report			RPRSMRT

NAME	ID	MAJOR	DESCRIPTION	CIPC	AWARDED	MESSAGE
Indepnewcalc, Newindepent	511007009	F002	Animal Health-SMRT elig	010903	N	
Laird-Depend, Newcalc2	511007002	F001	Animal Sciences - SMRT elig	010902	N	Student is not 3rd or 4th year
Laird-Depend, Newcalc3	511007003				N	Student not in eligible program
Lairddepend, newcalx	511007001	F003	Elec,Elec,Com-SMRT elig	141001	N	
Records evaluated : 4						
Records eligible : 2						

23-JUN-2006 11:22:29 AM		Banner University	
		CONTROL SUMMARY	

Program Name		:	RPRSMRT(7.5.1)
One up Number		:	171167
Aid Year Code		:	0708
Exclude Packaged Students		:	N
Students to Report		:	A
Application Code		:	FINAID
Selection ID		:	SUE1
Creator ID		:	SLAIRD
User ID		:	SLAIRD
Number of lines per page		:	55
Report file name		:	/export/home/slaird/jobsub/rprsmrt_171167.lis
Total pages Printed		:	2
***** END OF REPORT *****			

Smart Grant Eligibility Report — Students to Report parameter set to E

23-JUN-2006 11:34:24 AM		BANNER University				1
Aid Year: 0607		SMART Grant Eligibility Report				RPRSMRT
NAME	ID	MAJOR	DESCRIPTION	CIPC	AWARDED	MESSAGE
APNGUYEN, A308 S	586070308	MATH	Math	270101	Y	
Andreas, Fisap 6-11 A	165060011	MATH	Math	270101	Y	
Andreas, Fisap 6-13 C	165060013	MATH	Math	270101	N	
Andreas, Smart Eleve	165160011	CHEM	Chemistry	400501	N	
Andreas, Smart Fifte	165160015	CHEM	Chemistry	400501	Y	
Andreas, Smart Fourt	165160014	CHEM	Chemistry	400501	N	
Andreas, Smart Ten	165160010	CHEM	Chemistry	400501	N	
Andreas, Smart Thirt	165160013	CHEM	Chemistry	400501	Y	
Andreas, Smart Twelv	165160012	CHEM	Chemistry	400501	N	
Bryant, Ariel L	408004002	MATH	Math	270101	N	
Gillia001, Decassey	007006008	MATH	Math	270101	Y	
Laird20, BillDidIt	511002020	MATH	Math	270101	N	
Miller, Jan J	208000002	MATH	Math	270101	Y	
ZPNGUYEN, Z Z	586070301	MATH	Math	270101	Y	
Records eligible : 14						

23-JUN-2006 11:34:24 AM		BANNER University		2
		CONTROL SUMMARY		

Program Name		:RPRSMRT(7.5.1)		
One up Number		:111059		
Aid Year Code		:0708		
Exclude Packaged Students		:N		
Students to Report		:E		
Number of lines per page		:55		
Report file name		:/export/home/slaird/jobsub/rprsmrt_111059.lis		
Total pages Printed		:2		
		***** END OF REPORT *****		

Short-Term Credits Report (RPRSTCR)

Description The Short-Term Credit Report provides detailed information on the short-term credit record of the student.

Parameters	Name	Required?	Description	Values
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Credit Account Number/ Code	No	You can optionally enter credit account number/ codes; only those credit account number/codes that you enter will print. You can enter multiple value for this parameter.	Short-Term Account Query form (RPQSTAC)
	Sort Option	No	The available sort options for this report are:	<ol style="list-style-type: none"> 1 Sort entries by Name (default) 2 Sort entries by ID 3 Sort entries by Account Code, Name 4 Sort entries by Account Code, ID
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Application Code parameters.	User Identification Control form (GUAIDEN)

Short-Term Credits Report Sample

20-DEC-03 11:37:23		Banner University								PAGE 1	
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004		Short-Term Credits Report								RPRSTCR	
NAME	ID	SEQ NO	ACCT NAME	AMOUNT REQUESTED	DATE APPLIED	AMOUNT RECEIVED	DATE RECEIVED	BALANCE DUE	DUE DATE	AMOUNT REPAID	REPAYMENT DATE
Atkinson, Susan M	900000004	1	GENERL	25.00	22-JAN-03	20.00	22-JAN-00	12.00	01-FEB-03	9.00	22-JAN-02
Baker, Scott T	677777777	1	GENERL	50.00	01-DEC-02	50.00	01-DEC-00	30.00	15-JAN-03	25.00	01-DEC-03
SELF	1,000.00	01-DEC-02	50.00	01-DEC-00	45.00	15-JAN-03	10.00	01-DEC-00			
Conner, R.	@00001152	1	GENERL	500.00	02-FEB-03	100.00	02-FEB-02	100.00	19-MAR-02		
Dearborn, Emily	081257017	1	GENERL	50.00	23-NOV-02	40.00	23-NOV-02	30.00	03-DEC-02	20.00	23-NOV-02
Henry, Mike M	622222222	1	SELF	50.00	04-DEC-02	55.00	04-DEC-02	55.00	18-JAN-03		
Johnson, Judy P.	601000010	1	GENERL	1,500.00	08-FEB-03	95.00	08-FEB-02	97.50	25-MAR-03		
Kelly, Carol V	601000007	1	SELF	65.00	10-DEC-02			.00	24-JAN-03		
Lerner, Bill A	601000002	1	NEW	2,000.00	13-JAN-03	2,000.00	14-JAN-02	2,000.00	14-MAR-03		
Mays, Rebecca B	601000016	1	GENERL	25.00	21-JAN-03	25.00	21-JAN-02	-.50	07-MAR-03	26.00	21-JAN-03
Steen, Ralph F	601000001	1	NEW	2,000.00	13-JAN-03	2,000.00	14-JAN-02	2,000.00	14-MAR-02		
Welker, George Alan	612345678	1	SELF	50.00	06-OCT-01	50.00	06-DEC-02	40.00	20-NOV-02	10.00	20-DEC-02

20-DEC-03 11:37:23		Banner University		PAGE 2	
AID YEAR: 0203 Aid Year JUL 2002 - JUN 2003		Short-Term Credits Report		RPRSTCR	
* * * REPORT CONTROL INFORMATION * * *					
RPTNAME: RPRSTCR					
REPORT SEQUENCE NUMBER: 74752					
AID YEAR: 0203					
REPORT SELECTION QUERY ID:					
APPLICATION CODE:					
CREATOR ID:					
CREDIT ACCOUNT:					
SORTING OPTION: 1					
LINE COUNT: 55					
RECORD COUNT: 11					

Return of Title IV Calculation Process (RPRTIVC)

Description Use this report to calculate Title IV repayments for students who have withdrawn from the term . If you run the process in *Audit* mode, Banner will perform the calculations and print the report. Calculations will not be saved. If you run the process in *Calc and Save* mode, then Banner will perform the calculation, print the report, and save the results.



Tip

You can print a simulation calculation for a student by running the process in *Audit* mode with a single student in the population selection. ■

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Additionally, with this process you can see if a student has enrollment in Open Learning courses for the term record being processed on the output for the process. This will assist you in identifying students who may need additional review to confirm you are in agreement with the enrollment period and period of attendance determined by Banner Student.

The packaged function `rokmisc.f_get_olr_course_exists` is used to determine if open learning courses exist for the term.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to calculate Title IV repayment information.	Financial Aid Term Code Inquiry form (ROITERM)
	Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must either run it from the Return of Title IV Funds Calculation form (RPATIVC), or use population selection to indicate a single student.	<i>B</i> Calculation will be performed in batch

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Applicant ID	N/A	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation form (RPATIVC). You cannot enter a value for this parameter.	
	Sort Sequence Indicator	Yes	Indicates how you want to sort the report output.	<i>CI</i> Withdrawal code and ID <i>CN</i> Withdrawal code and name <i>DI</i> Withdrawal date and ID <i>DN</i> Withdrawal date and name <i>I</i> ID <i>N</i> Name
	Mode	Yes	Indicates the mode in which you want to run the report.	<i>A</i> <i>Simulation mode</i> -- Calculates and prints a report <i>U</i> <i>Calculate and Save mode</i> -- Calculates, prints, and saves the calculation record
	Application ID	No	<p>Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry form (GLISLCT)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon User ID. All or none of the population selection parameters must be entered.	

Return of Title IV Funds Calculation Process Sample

22-JUN-2006 15:13:00
SIMULATION MODE

BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

PAGE 1
RPRTIVC

AID YEAR: 0607 ID: 130010051 Cps10051 Gilliam
SEQUENCE NO: FA: 1 STU: 1
TERM: 200710 WD CODE: 04 Official Withdrawal

DATE: 22-MAY-2006

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	2,025.00	2,025.00	0.00	0.00	859.50	859.50	0.00	1,165.50
ACG	375.00	375.00	0.00	0.00	0.00	0.00	0.00	375.00
TOTAL	2,400.00	2,400.00	0.00	0.00	859.50	859.50	0.00	1,540.50

ENROLLMENT PERIOD START DATE: 12-MAY-2006
ENROLLMENT PERIOD END DATE: 30-JUN-2006
DAYS IN ENROLLMENT PERIOD: 50
DAYS ATTENDED: 11
ENROLLED IN OPEN LEARNING COURSES: N

REMAINING AID TO BE DISB TO STUDENT: 0.00
TOTAL TITLE IV AID TO BE RETURNED: 1,872.00
INSTITUTION'S REQUIRED SHARE: 0.00
STUDENT'S SHARE: 1,872.00
STUDENT'S REQUIRED RETURN: 859.50

TITLE IV EARNED: 22.0% 528.00
TITLE IV UNEARNED: 78.0% 1,872.00
TOTAL INSTITUTIONAL CHARGES: 0.00

22-JUN-2006 15:13:00
SIMULATION MODE

BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

PAGE 1 (cont'd)
RPRTIVC

AID YEAR: 0607 ID: 162440041 Fortyone A Muehlhof
SEQUENCE NO: FA: 1 STU: 1
TERM: 200710 WD CODE: 02 Student Intent to Withdraw DATE: 24-OCT-2006

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
DLUNSB	247.00	247.00	0.00	247.00	0.00	0.00	0.00	0.00
DIRECT	493.00	493.00	0.00	158.08	334.92	334.92	0.00	0.00
DLPLUS	366.00	366.00	0.00	0.00	366.00	366.00	0.00	0.00
PELL	2,025.00	2,025.00	0.00	0.00	0.00	0.00	0.00	2,025.00
TOTAL	3,131.00	3,131.00	0.00	405.08	700.92	700.92	0.00	2,025.00

ENROLLMENT PERIOD START DATE:	01-SEP-2006	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	15-DEC-2006	TOTAL TITLE IV AID TO BE RETURNED:	1,537.32
DAYS IN ENROLLMENT PERIOD:	106	INSTITUTION'S REQUIRED SHARE:	405.08
DAYS ATTENDED:	54	STUDENT'S SHARE:	1,132.24
ENROLLED IN OPEN LEARNING COURSES:	N	STUDENT'S REQUIRED RETURN:	700.92
TITLE IV EARNED:	50.9%		1,593.68
TITLE IV UNEARNED:	49.1%		1,537.32
TOTAL INSTITUTIONAL CHARGES:			825.00

22-JUN-2006 15:13:00
SIMULATION MODE

BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

PAGE 2
RPRTIVC

AID YEAR: 0607 ID: 586070308 A308 S APNGUYEN
SEQUENCE NO: FA: 1 STU: 1
TERM: 200710 WD CODE: 02 Student Intent to Withdraw DATE: 01-MAY-2006

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
DIRECT	493.00	493.00	0.00	493.00	0.00	0.00	0.00	0.00
PERK	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
PELL	2,025.00	2,025.00	0.00	1,288.00	0.00	0.00	0.00	737.00
SMART	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL	4,618.00	2,618.00	2,000.00	1,881.00	0.00	0.00	0.00	737.00

ENROLLMENT PERIOD START DATE:	01-MAY-2006	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	04-AUG-2006	TOTAL TITLE IV AID TO BE RETURNED:	2,571.82
DAYS IN ENROLLMENT PERIOD:	96	INSTITUTION'S REQUIRED SHARE:	1,881.00
DAYS ATTENDED:	1	STUDENT'S SHARE:	690.82
ENROLLED IN OPEN LEARNING COURSES:	N	STUDENT'S REQUIRED RETURN:	0.00
TITLE IV EARNED:	1.0%		46.18
TITLE IV UNEARNED:	99.0%		4,571.82
TOTAL INSTITUTIONAL CHARGES:			1,900.00

22-JUN-2006 15:13:00
SIMULATION MODE

BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

PAGE 1
RPRTIVC

* * * REPORT CONTROL INFORMATION * * *

REPORT NAME:.....: RPRTIVC
VERSION:.....: 7.5.1
REPORT SEQUENCE NUMBER:.....: 110570
TERM CODE:.....: 200710
PROCESS INDICATOR:.....: B
APPLICANT ID:.....:
SORT SEQUENCE INDICATOR:.....: I
SIMULATION OR CALC & SAVE MODE:.....: A
APPLICATION ID:.....:
SELECTION ID:.....:
CREATOR ID:.....:
USER ID:.....:
STUDENT COUNT:.....: 3
NUMBER OF LINES PER PAGE:.....: 55

AID YEAR: 0607 ID: 162440041 Fortyone A Muehlhof
 SEQUENCE NO: FA: 1 STU: 1
 TERM: 200710 WD CODE: 02 Student Intent to Withdraw DATE: 24-OCT-2006

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
DLUNSB	247.00	247.00	0.00	247.00	0.00	0.00	0.00	0.00
DIRECT	493.00	493.00	0.00	158.08	334.92	334.92	0.00	0.00
DLPLUS	366.00	366.00	0.00	0.00	366.00	366.00	0.00	0.00
PELL	2,025.00	2,025.00	0.00	0.00	0.00	0.00	0.00	2,025.00
TOTAL	3,131.00	3,131.00	0.00	405.08	700.92	700.92	0.00	2,025.00

ENROLLMENT PERIOD START DATE:	01-SEP-2006	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	15-DEC-2006	TOTAL TITLE IV AID TO BE RETURNED:	1,537.32
DAYS IN ENROLLMENT PERIOD:	106	INSTITUTION'S REQUIRED SHARE:	405.08
DAYS ATTENDED:	54	STUDENT'S SHARE:	1,132.24
ENROLLED IN OPEN LEARNING COURSES:	N	STUDENT'S REQUIRED RETURN:	700.92
TITLE IV EARNED:	50.9%		
TITLE IV UNEARNED:	49.1%		
TOTAL INSTITUTIONAL CHARGES:	825.00		

Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI)

Description Use this report to print summarized Title IV repayment information from the Return of Title IV Funds Calculation form (RPATIVC). You can print information for a single student, a particular group of students, or all students falling within a date range that you specify.

You can print information for all terms, a single term, or for some period within a term.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Additionally, with this process you can see if a student has enrollment in Open Learning courses for the term record being processed on the output for the process. This will assist you in identifying students who may need additional review to confirm you are in agreement with the enrollment period and period of attendance determined by Banner Student.

The packaged function `rokmisc.f_get_olr_course_exists` is used to determine if open learning courses exist for the term.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to print withdrawal information.	Financial Aid Term Code Inquiry form (ROITERM)
	Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must specify a single student in your population selection.	<i>B</i> Batch

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Applicant ID	N/A	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation form (RPATIVC). You cannot enter a value for this parameter.	
	Beginning Withdrawal Date	No	Start date of the period within the term for which you want to print withdrawal information.	
	Ending Withdrawal Date	No	End date of the period within the term for which you want to print withdrawal information.	
	Sort Sequence Ind.	Yes	Indicates how you want to sort the report output.	<i>CI</i> Withdrawal code and ID <i>CN</i> Withdrawal code and name <i>DI</i> Withdrawal date and ID <i>DN</i> Withdrawal date and name <i>I</i> ID <i>N</i> Name
	Page Break Between Students	Yes	Indicates whether you want to print each student's information on a separate page.	<i>Y</i> Print each student on a separate page <i>N</i> Print multiple students on a page
	Application ID	No	<p>Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry form (GLIAPPL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Not used at this time			

Return of Title IV Funds Withdrawal Calculation Report Sample

31-MAY-2003 15:03:19 SunGard Higher Education Development PAGE
 1
 REPORT MODE RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT RPRTIVI

AID YEAR: 0203 ID: 181020390 Jr Jr
 SEQ. NO: FA 11 STU 7
 TERM: 200210 WD CODE: 01 Withdrawal Query Calculation DATE: 09-SEP-2002

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT	2,710.00	2,710.00	0.00	0.00	0.00	2,074.00	0.00	2,710.00
DLUNSB	1,970.00	1,970.00	0.00	1,296.00	0.00	674.00	0.00	674.00
TOTAL	4,680.00	4,680.00	0.00	1,296.00	0.00	2,748.00	0.00	3,384.00

ENROLLMENT PERIOD START DATE: 26-AUG-2002 REMAINING AID TO BE DISB TO STUDENT: 0.00
 ENROLLMENT PERIOD END DATE: 13-DEC-2002 TOTAL TITLE IV AID TO BE RETURNED: 4,044.00
 DAYS IN ENROLLMENT PERIOD: 110 INSTITUTION'S REQUIRED SHARE: 1,296.00
 DAYS ATTENDED: 15 STUDENT'S SHARE: 2,748.00

TITLE IV EARNED: 13.6% 636.48
 TITLE IV UNEARNED: 86.4% 4,043.52
 TOTAL INSTITUTIONAL CHARGES: 1,500.00

AID YEAR: 0304 ID: 181020392 Dr Dr
 SEQ. NO: FA 7 STU 8
 TERM: 200210 WD CODE: 01 Withdrawal Query Calculation DATE: 13-SEP-2002

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	1,650.00	1,650.00	0.00	0.00	0.00	0.00	0.00	1,650.00
STFD	2,640.00	1,320.00	1,320.00	0.00	0.00	0.00	1,320.00	2,640.00
PLUS	48,000.00	1,440.00	46,560.00	0.00	0.00	0.00	3,316.17	4,756.17
TOTAL	52,290.00	4,410.00	47,880.00	0.00	0.00	0.00	4,636.17	9,046.17

ENROLLMENT PERIOD START DATE: 26-AUG-2002 REMAINING AID TO BE DISB TO STUDENT: 4,636.17
 ENROLLMENT PERIOD END DATE: 13-DEC-2002 TOTAL TITLE IV AID TO BE RETURNED: 0.00
 DAYS IN ENROLLMENT PERIOD: 110 INSTITUTION'S REQUIRED SHARE: 0.00
 DAYS ATTENDED: 19 STUDENT'S SHARE: 0.00

TITLE IV EARNED: 17.3% 9,046.17
 TITLE IV UNEARNED: 82.7% 43,243.83
 TOTAL INSTITUTIONAL CHARGES: 1,500.00

2
REPORT MODE

RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT

RPRTIVI

AID YEAR: 0304 ID: 511000008 Danielle L Laird8
 SEQ. NO: FA 1 STU 1
 TERM: 200210 WD CODE: 03 Student Withdrawal in Progress DATE: 08-OCT-2003

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	1,875.00	1,407.00	468.00	0.00	0.00	0.00	0.00	1,407.00
SEOG	250.00	188.00	62.00	0.00	0.00	0.00	0.00	188.00
DIRECT	1,697.50	1,698.00	0.00	0.00	788.00	788.00	0.00	910.00
DLUNSB	1,940.00	1,970.00	0.00	0.00	1,970.00	1,970.00	0.00	0.00
PERK	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
TOTAL	6,262.50	5,263.00	1,030.00	0.00	2,758.00	2,758.00	0.00	2,505.00

ENROLLMENT PERIOD START DATE: 26-AUG-2002 REMAINING AID TO BE DISB TO STUDENT: 0.00
 ENROLLMENT PERIOD END DATE: 13-DEC-2002 TOTAL TITLE IV AID TO BE RETURNED: 2,758.00
 DAYS IN ENROLLMENT PERIOD: 110 INSTITUTION'S REQUIRED SHARE: 0.00
 DAYS ATTENDED: 44 STUDENT'S SHARE: 2,758.00

TITLE IV EARNED: 40.0% 2,505.00
 TITLE IV UNEARNED: 60.0% 3,757.50
 TOTAL INSTITUTIONAL CHARGES: 0.00

AID YEAR: 0304 ID: TIV000001 Title IV 000001
 SEQ. NO: FA 1 STU 1
 TERM: 200210 WD CODE: 04 Official Withdrawal DATE: 27-AUG-2001

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	1,875.00	1,875.00	0.00	0.00	921.00	921.00	0.00	954.00
TOTAL	1,875.00	1,875.00	0.00	0.00	921.00	921.00	0.00	954.00

ENROLLMENT PERIOD START DATE: 26-AUG-2002 REMAINING AID TO BE DISB TO STUDENT: 0.00
 ENROLLMENT PERIOD END DATE: 13-DEC-2002 TOTAL TITLE IV AID TO BE RETURNED: 1,841.00
 DAYS IN ENROLLMENT PERIOD: 110 INSTITUTION'S REQUIRED SHARE: 0.00
 DAYS ATTENDED: 2 STUDENT'S SHARE: 1,841.00

TITLE IV EARNED: 1.8% 33.75
 TITLE IV UNEARNED: 98.2% 1,841.25
 TOTAL INSTITUTIONAL CHARGES: 0.00

31-MAY-2003 15:03:19
REPORT MODE

SunGard Higher Education Development
RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT

PAGE 3
RPRTIVI

AID YEAR: 0304 ID: TIV090000 Philip Oldham
SEQ. NO: FA 1 STU 1
TERM: 200210 WD CODE: 04 Official Withdrawal

DATE: 25-AUG-2002

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	1,750.00	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,750.00	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00

ENROLLMENT PERIOD START DATE:	26-AUG-2002	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	13-DEC-2002	TOTAL TITLE IV AID TO BE RETURNED:	0.00
DAYS IN ENROLLMENT PERIOD:	110	INSTITUTION'S REQUIRED SHARE:	0.00
DAYS ATTENDED:		STUDENT'S SHARE:	0.00

TITLE IV EARNED:	.0%	0.00
TITLE IV UNEARNED:	100.0%	1,750.00
TOTAL INSTITUTIONAL CHARGES:		0.00

31-MAY-2003 15:03:21
REPORT MODE

SunGard Higher Education Development
RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT

PAGE 4
RPRTIVI

*** REPORT CONTROL INFORMATION ***

REPORT NAME:.....: RPRTIVI
VERSION:.....: 6.0

TERM CODE:.....: 200210
PROCESS INDICATOR:.....: B
APPLICANT ID:.....:
BEGINNING WITHDRAWAL DATE:.....:
ENDING WITHDRAWAL DATE:.....:
SORT SEQUENCE INDICATOR:.....: I
PAGE BREAK BETWEEN STUDENTS:.....: N
APPLICATION ID:.....:
SELECTION ID:.....:
CREATOR ID:.....:
USER ID:.....:
MODE:.....: R
STUDENT COUNT:.....: 5
NUMBER OF LINES PER PAGE:.....: 55

Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)

Description Use this report to view and print a summary of all the students who have had a withdrawal status code entered on their student record. You can view just those students who have received Title IV funds, or students who have received any type of financial aid. In addition, you can choose to view only the students who have had the Title IV repayment calculation performed.



Note

You will receive a message for any student for which the required Title IV information has not been entered in Banner. ■

You can view information for an entire term or for some period that you define within the term. You also have the option of viewing information about only the withdrawal status codes that you specify.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Term Code	No	Term code for which you want to view withdrawal information. If blank, the whole aid year will be included.	Financial Aid Term Code Inquiry form (ROITERM)
	Beginning Withdrawal Date	No	Start date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Ending Withdrawal Date	No	End date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.	
	Title IV Fund Code Ind	Yes	Identifies which types of Title IV awards that you want to include in the report.	<i>1</i> Title IV awards with neither CWS nor GTIV awards <i>2</i> Title IV and CWS awards, but not GTIV awards <i>3</i> All Title IV awards <i>4</i> All financial aid awards
	Sort Sequence Ind	Yes	Indicates how you want to sort the report output.	<i>CI</i> Withdrawal code and ID <i>CN</i> Withdrawal code and name <i>DI</i> Withdrawal date and ID <i>DN</i> Withdrawal date and name <i>I</i> ID <i>N</i> Name
	Withdrawal Status Code	No	Withdrawal status code.	Student Withdrawal Status Code Validation form (STVWDRL)
	Calculation Status	Yes	Indicates whether you want to view information for all students or only those who have already had a Title IV repayment calculation performed.	<i>A</i> All students <i>S</i> Students that have not yet been processed <i>U</i> Students that have not yet been processed and have withdrawn before 60% of the term has elapsed

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

Return of Title IV Funds Recipient Withdrawn Status Report Sample

19-JUN-2006 17:38:20 0607		BANNER UNIVERSITY RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT				PAGE 1 RPRTIVR	
ID	NAME	TERM CODE	EFFECTIVE DATE	CODE	DESCRIPTION		
162440041	Muehlhof, Fortyone A	200710	24-OCT-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
DLUNSB	250.00	250.00	0.00		0.00	0.00	247.00
DLPLUS	375.00	375.00	0.00		0.00	0.00	366.00
DIRECT	500.00	500.00	0.00		0.00	0.00	493.00
PELL	2,025.00	2,025.00	0.00		0.00	0.00	2,025.00
586070307	PNGUYEN, 307 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
NPDGPL	1,000.00	1,000.00	0.00		0.00	0.00	0.00
586070201	PNGUYEN, TEST201 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
DLUNSB	100.00	100.00	0.00		0.00	99.00	0.00
SEOG	250.00	250.00	215.00		0.00	0.00	214.00
DIRECT	500.00	500.00	0.00		500.00	0.00	0.00
PLUS	500.00	500.00	0.00		500.00	0.00	0.00
PNDRCT	500.00	500.00	0.00		0.00	0.00	500.00
PELL	2,025.00	2,025.00	0.00		0.00	0.00	2,025.00
586070202	PNGUYEN, TEST202 A	200710	07-JUN-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
STFDX	53.00	53.00	0.00		53.00	0.00	0.00
ACG	54.00	54.00	0.00		0.00	54.00	0.00
SEOG	54.00	54.00	0.00		0.00	54.00	0.00
DIRECT	150.00	150.00	0.00		0.00	148.00	0.00
DLPLUS	501.00	501.00	0.00		501.00	0.00	0.00
DLUNSB	501.00	501.00	0.00		501.00	0.00	0.00
PLUS	502.00	502.00	0.00		502.00	0.00	0.00
STFDY	502.00	502.00	0.00		502.00	0.00	0.00
PERK	503.00	503.00	0.00		0.00	503.00	0.00
PELL	2,025.00	2,025.00	0.00		0.00	2,025.00	0.00

19-JUN-2006 17:38:20
0607

BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT

PAGE 1 (cont'd)
RPRTIVR

586070305	SPNGUYEN,S305 A	200710	15-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
STFDY	50.50	50.50	0.00	0.00	0.00	101.00	
DLUNSB	51.00	51.00	0.00	0.00	0.00	51.00	
STFDX	51.50	51.50	0.00	0.00	0.00	50.00	
DIRECT	52.00	52.00	0.00	0.00	0.00	52.00	
PERK	53.00	53.00	0.00	0.00	0.00	53.00	
SEOG	53.00	53.00	0.00	0.00	0.00	53.00	
PLUS	54.00	54.00	0.00	0.00	0.00	108.00	
DLPLUS	55.00	55.00	0.00	0.00	0.00	54.00	
ACG	175.00	175.00	0.00	0.00	0.00	175.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	2,025.00	
182000010	Schrum,Ten	200720	10-MAY-2007	04	Official Withdrawal		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
PERK	750.00	750.00	0.00	0.00	0.00	0.00	

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BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT

PAGE 2
RPRTIVR

ID	NAME	TERM CODE	EFFECTIVE DATE	CODE	DESCRIPTION		
Continued...							
182000010	Schrum,Ten	200720	10-MAY-2007	04	Official Withdrawal		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
STFD	1,312.50	0.00	0.00	0.00	0.00	0.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	0.00	
586070304	WPNGUYEN,W304 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
SEOG	180.00	180.00	0.00	0.00	0.00	180.00	
DIRECT	500.00	500.00	0.00	0.00	0.00	493.00	
DLPLUS	500.00	500.00	0.00	0.00	0.00	0.00	
PLUS	500.00	500.00	0.00	0.00	0.00	0.00	
PLUSE	500.00	500.00	0.00	0.00	0.00	0.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	2,025.00	
586070303	XPNGUYEN,X303 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
SEOG	214.00	214.00	0.00	0.00	0.00	214.00	
DIRECT	500.00	500.00	0.00	0.00	0.00	493.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	2,025.00	
586070301	ZPNGUYEN,Z Z	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
PELL	0.00	0.00	0.00	0.00	2,025.00	0.00	
SEOG	214.00	214.00	0.00	0.00	108.00	0.00	
PNDRCT	500.00	500.00	0.00	250.00	0.00	0.00	

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BANNER UNIVERSITY
RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT

PAGE 3
RPRTIVR

* * * REPORT CONTROL INFORMATION * * *

Report Name:.....: RPRTIVR
Current Release:.....: 7.5.1
Report Sequence Number:.....: 108028
Aid Year:.....: 0607
Term Code:.....:
Beginning Withdrawal Date:.....:
Ending Withdrawal Date:.....:
Title IV Fund Code Ind:.....: 1
Sort Sequence Ind:.....: N
Withdrawal Status Code:.....:
Calculation Status:.....: A
Application ID:.....:
Selection ID:.....:
Creator ID:.....:
User ID:.....:
Student Withdrawal Count:.....: 9
Number of lines per page:.....: 55

VA Benefits on FAFSA Report (RPRVABN)

Description This report lists those students who indicated on their FAFSA that they will be receiving VA benefits.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Sort Option (Name or ID)	Yes	Sort output by Name or ID.	<i>I</i> ID (default) <i>N</i> Name
	Application ID	No	General area for which the selection was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	Yes	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	
	Status Code	No	You can optionally enter a tracking status code; only tracking information related to these status codes will print. The system accepts a single status code or a multiple number of status codes for this report parameter.	Requirements Tracking Status Validation form (RTVTRST)
	Satisfied Indicator	No	This option enables you to either list all satisfied tracking requirements (<i>Y</i>) or to list all unsatisfied tracking requirements (<i>N</i>). This parameter defaults to <i>N</i> .	<i>Y</i> List all satisfied tracking requirements <i>N</i> List all unsatisfied tracking requirements (default)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Packaging Reqt Indicator	No	This option enables you to only list those tracking requirements that are required for packaging (<i>Y</i>). This parameter defaults to <i>N</i> .	<i>Y</i> List only those tracking requirements that are required for packaging <i>N</i> List all tracking requirements (default)
	Disbursement Reqt Indicator	No	This option enables you to only list those tracking requirements that are required for disbursements (<i>Y</i>).	<i>Y</i> List only those tracking requirements that are required for disbursements <i>N</i> List all tracking requirements
	Fund Requirement Indicator	No	This option enables you to only list those tracking requirements that are associated with a fund code (<i>Y</i>).	<i>Y</i> List only those tracking requirements that are associated with a fund code <i>N</i> List all tracking requirements
	Page Break after Applicant	No	Use this parameter to indicate whether or not you want a page break for each student. The allowable values are <i>Y</i> (Yes) or <i>N</i> (No). This parameter defaults to <i>N</i> .	<i>Y</i> Page break for each applicant <i>N</i> Do not provide a page break after each applicant (default)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control form (GUAIDEN)

VA Benefits on FAFSA Report Sample

06-AUG-2003 04:16:28 PM SunGard Higher Education Development
 Aid Year: 0203 Students Reporting VA Benefits on FAFSA RPRVABN 1

Name	ID	VA Amt	No. of Mos.	Sub Loan Excl Amt
Anderson, Arnold C	181360101	900	10	
Abraham, Samuel Q	181360103	350	9	
Acre, Jacob	303030303	350	9	
Bakke, Jerry K	601000020	900	10	
Magrone, Anissa L	181990049	404	10	
Melloncampering, Brianna A	200100029	345	12	
Muehlhof, Chester	162440001	900	10	
Muehlhof, Erin	162440003	350	9	
Novak, Joe D	392888884	500	8	
Schaeffer, Christoph	496150000	404	10	
Schaffer, Christopher P	TIV150000	404	10	
Smith, Susie	101010101	900	10	
Sander, Christine	111111222	100	7	
Vanderlay, Anissa L	274280017	404	10	
Vanderlay, Annia L	274280049	404	10	
Victory, Brian A	058643002	900	10	
Washington, George O	200100028	961	12	
Wood, Derek D	179400030	900	10	
Wood, Madelyn M	179400015	400	8	

Records printed : 19

06-AUG-2003 04:16:28 PM SunGard Higher Education Development
 Aid Year: 0203 Students Reporting VA Benefits on FAFSA RPRVABN 2

CONTROL SUMMARY

Program Name :RPRVABN(6.0)
 One up Number :750139
 Aid Year Code :0203
 Sort Option (Name or ID) :N
 Number of lines per page :55
 Report file name :/u/jobsub/rprvabn_750139.lis

Total pages Printed :2

***** END OF REPORT *****

Validate Award Process (RPRVAWD)

This process validates all awards within an applicant's package to ensure that no changes made to the applicant, or the funds, invalidated the awards.

A report is generated with:

- the applicants processed,
- summary information regarding the applicant's aid period and cost of attendance,
- awards and amounts offered and/or accepted, and
- the appropriate reject message when an award is no longer valid.

Parameters

You must specify an aid year to be validated. You can optionally limit the set of applicants by using a population selection.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	Banner ID of the person that created the population selection.	
	User ID	No	Banner ID of the person who used the sub-population rules.	

Validate Award Process Report Sample

04-JAN-2007 02:41:19 PM		BANNER University			PAGE	1
AID YEAR: 0607 2006-2007 Aid Year		AWARD VALIDATION REPORT			RPRVAWD	
ID: 165000001 NAME: Andrews, Adam						
AID PERIOD: FA/SPR		BUDGET:	0.00	GROSS NEED:	0.00	
LOAD: 1		EFC:	1,000.00	REDUCE NEED:	3,600.00	
PACKAGE DATE: 28-APR-2006		RESOURCES:	0.00	UNMET NEED:	10,100.00-	
FUND		OFFERED		ACCEPTED		
CODE	AWARD STATUS	AMOUNT		AMOUNT	MESSAGE	
DEBLN	ACPT Accepted	500.00		500.00	Outstanding requirements.	
DEBSCH	ACPT Accepted	1,750.00		1,750.00	Outstanding requirements.	
DLPLUS	ACPT Accepted	7,500.00		7,500.00	Outstanding requirements.	
MERIT	ACPT Accepted	750.00		750.00	Outstanding requirements.	
PELL	ACPT Accepted	0.00		0.00		
SUESCH	ACPT Accepted	600.00		600.00	Exceeds unmet need.	
ID: 586070101 NAME: Barrett, Betty						
AID PERIOD: FA/SPR		BUDGET:	17,400.00	GROSS NEED:	17,400.00	
LOAD: 1		EFC:	0.00	REDUCE NEED:	4,050.00	
PACKAGE DATE: 21-NOV-2006		RESOURCES:	0.00	UNMET NEED:	13,350.00	
FUND		OFFERED		ACCEPTED		
CODE	AWARD STATUS	AMOUNT		AMOUNT	MESSAGE	
PELL	ACPT Accepted	4,050.00		4,050.00	Applicant owes refund.	
ID: 586070102 NAME: Barrett, Tyler						
AID PERIOD: FA/SPR		BUDGET:	15,400.00	GROSS NEED:	15,400.00	
LOAD: 1		EFC:	0.00	REDUCE NEED:	0.00	
PACKAGE DATE: 30-NOV-2006		RESOURCES:	0.00	UNMET NEED:	5,400.00	
FUND		OFFERED		ACCEPTED		
CODE	AWARD STATUS	AMOUNT		AMOUNT	MESSAGE	
DLPLUS	ACPT Accepted	10,000.00		10,000.00	Applicant owes refund.	

04-JAN-2007 02:41:19 PM
AID YEAR: 0607 2006-2007 Aid Year

BANNER University
AWARD VALIDATION REPORT

PAGE 2
RPRVAWD

ID: 586070302 NAME: Belinger, Dennis

AID PERIOD: FA/SPR BUDGET: 29,500.00 GROSS NEED: 29,500.00
LOAD: 1 EFC: 0.00 REDUCE NEED: 9,178.00
PACKAGE DATE: 30-NOV-2006 RESOURCES: 0.00 UNMET NEED: 11,022.00

FUND CODE	AWARD STATUS	OFFERED AMOUNT	ACCEPTED AMOUNT	MESSAGE
DLUNSB	ACPT Accepted	9,300.00	9,300.00	Outstanding requirements.
LEAP	ACPT Accepted	500.00	500.00	Outstanding requirements.
PELL	ACPT Accepted	4,050.00	4,050.00	
PNDRCT	ACPT Accepted	1,000.00	1,000.00	Outstanding requirements.
SEOG	ACPT Accepted	428.00	428.00	Outstanding requirements.
SMART	OFRD Offered	2,000.00	0.00	Outstanding requirements.
SMART2	ACPT Accepted	1,000.00	1,000.00	Outstanding requirements.
STFDX	OFRD Offered	200.00	0.00	Outstanding requirements.

ID: 586070304 NAME: Belinger, Joanne

AID PERIOD: FA/SPR BUDGET: 29,500.00 GROSS NEED: 29,500.00
LOAD: 1 EFC: 0.00 REDUCE NEED: 11,035.00
PACKAGE DATE: 21-NOV-2006 RESOURCES: 0.00 UNMET NEED: 3,465.00

FUND CODE	AWARD STATUS	OFFERED AMOUNT	ACCEPTED AMOUNT	MESSAGE
DIRECT	ACPT Accepted	1,000.00	1,000.00	Outstanding requirements.
PELL	ACPT Accepted	4,050.00	4,050.00	
PERK	OFRD Offered	4,000.00	0.00	Outstanding requirements.
SEOG	ACPT Accepted	360.00	360.00	Outstanding requirements.
SUEALT	ACPT Accepted	15,000.00	15,000.00	
SUESUB	OFRD Offered	1,625.00	0.00	Outstanding requirements.

ID: 586070303 NAME: Woodside, Marion

AID PERIOD: FA/SPR BUDGET: 17,400.00 GROSS NEED: 17,400.00
LOAD: 1 EFC: 0.00 REDUCE NEED: 5,478.00
PACKAGE DATE: RESOURCES: 0.00 UNMET NEED: 10,422.00

FUND CODE	AWARD STATUS	OFFERED AMOUNT	ACCEPTED AMOUNT	MESSAGE
DIRECT	ACPT Accepted	1,000.00	1,000.00	Outstanding requirements.
DLUNSB	ACPT Accepted	1,500.00	1,500.00	Outstanding requirements.
PELL	ACPT Accepted	4,050.00	4,050.00	
SEOG	ACPT Accepted	428.00	428.00	Outstanding requirements.

04-JAN-2007 02:41:19 PM
AID YEAR: 0607 2006-2007 Aid Year

BANNER University
AWARD VALIDATION REPORT

PAGE 3
RPRVAWD

Report Name.....: RPRVAWD
Version.....: 7.8

Report Sequence Number.....: 159104
Aid Year.....: 0607
Application Code.....: FINAID
Selection Id.....: PNN
Creator Id.....: LSCHERD
User Id.....: LSCHERD
Line Count.....: 55

Number of applicant processed.....: 6
Number of valid awards processed.....: 5
Number of invalid awards processed.....: 21

Disbursement Validation Report (RPRVDIS)

This process validates all disbursements for all awards within an applicant's package to ensure that no changes made to the applicant or the funds invalidated the disbursements.

A report is generated with:

- the applicants processed,
- awards, accepted amounts, and any memoed, authorized or paid amounts, and
- the appropriate reject message when a disbursement is no longer valid.

Parameters

You must specify an aid year and a term code to be validated. You can optionally limit the set of applicants by using a population selection or by entering fund code parameters.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIADY)
	Term Code	Yes	Enter a valid term code for the selected aid year.	Financial Aid Term Code Inquiry (ROITERM)
	Fund Code	No	If you enter a fund code, only those disbursements for the selected funds are validated.	Fund Base Data (RFRBASE)
	Report Type	Yes	Determines whether you want to print all awards or just those with errors and warnings.	A Print all awards E Print errors and warnings only
	Sort Order	Yes	Determines whether you want to sort by name or ID	I Sort report by ID N Sort report by name
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry form (GLIAPPL)

Parameters (cont)	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	Banner ID of the person that created the population selection.	
	User ID	No	Banner ID of the person who used the sub-population rules.	

Disbursement Validation Report Sample

30-JUL-2007 01:10:18 PM AID YEAR: 0708 2007-2008 Aid Year				SCT University DISBURSEMENT VALIDATION REPORT		PAGE 1 RPRVDIS
ID: 179400001 NAME: Wood, Albert A						
TERM	FUND	AWARDED	MEMO	AUTHORIZED	PAID	MESSAGE
CODE	CODE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
200810	ACG	375.00		375.00		
200810	DIRECT	1312.50	2587.00			Must have a signed promissory note.
200810	DLPLUS	2500.00	4876.00			PLUS credit check not approved.
200810	MERIT	2500.00	2500.00			Outstanding fund disb requirements.
200810	PELL	2155.00		2155.00		
200810	PERK	2000.00	2000.00			Outstanding fund disb requirements.
ID: 179400002 NAME: Wood, Bartholemew B						
TERM	FUND	AWARDED	MEMO	AUTHORIZED	PAID	MESSAGE
CODE	CODE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
200810	DIRECT	1750.00	3448.00			DL origination not acknowledged.
200810	MERIT	2500.00			2500.00	
200810	PELLD	2155.00			2155.00	
200810	SMART	2000.00	2000.00			Major not eligible for SMART grant.
ID: 179400003 NAME: Wood, Charlie C						
TERM	FUND	AWARDED	MEMO	AUTHORIZED	PAID	MESSAGE
CODE	CODE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
200810	DIRECT	2250.00	4434.00			Enrollment invalid for federal fund.
200810	DLPLUS	4700.00	9166.00			Enrollment invalid for federal fund.
200810	HALWS	500.00	500.00			Disbursement load > packaging load.
200810	MERIT	250.00		100.00		
200810	PELLD	885.00	295.00			SAR EFC does not equal system EFC.

30-JUL-2007 01:10:18 PM
AID YEAR: 0708 2007-2008 Aid Year

SCT University
DISBURSEMENT VALIDATION REPORT

PAGE 2
RPRVDIS

ID: 179400004 NAME: Wood, Doris D

TERM CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	ACG	375.00	375.00			Requires rigorous high school prog. PLUS credit check not approved. Must have a signed promissory note.
200810	DLPLUS	2500.00	4876.00			
200810	DLUNSB	1313.00	2587.00			
200810	PELL	2155.00		2155.00		

ID: 179400005 NAME: Wood, Elbert E

TERM CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	DIRECT	1750.00	3448.00			DL origination not acknowledged. PLUS credit check not approved.
200810	DLPLUS	5000.00	9750.00			
200810	HALWL	2500.00		2500.00		Outstanding fund disb requirements.
200810	HALWS	2500.00	2500.00			
200810	MERIT	250.00		250.00		

ID: 179400006 NAME: Wood, Freddy F

TERM CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	HALWL	1000.00	1000.00			Verification is incomplete. Disbursement load > packaging load. Outstanding fund disb requirements. Disbursement load > packaging load.
200810	HALWS	1200.00	1200.00			
200810	MERIT	2500.00	2500.00			
200810	PERK	2000.00				

ID: 179400007 NAME: Wood, Gertrude G

TERM CODE	TERM CODE	FUND AMOUNT	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	DIRECT	1750.00	3448.00				Enrollment invalid for federal fund.
200810	HALWL	2500.00	2500.00			2500.00	
200810	MERIT	2500.00		1000.00			

30-JUL-2007 01:10:18 PM
AID YEAR: 0708 2007-2008 Aid Year

SCT University
DISBURSEMENT VALIDATION REPORT

PAGE 3
RPRVDIS

ID: 179400008 NAME: Wood, Harvey H

TERM CODE	TERM CODE	FUND AMOUNT	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	DIRECT	1750.00	3448.00				DL origination not acknowledged.
200810	DLPLUS	5000.00	9750.00				PLUS credit check not approved.
200810	MERIT	250.00		200.00			

ID: 179400009 NAME: Wood, Irene I

TERM CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	DIRECT	1750.00	3448.00			DL origination not acknowledged.
200810	MERIT	2500.00		2500.00		

ID: 179400010 NAME: Wood, Joseph J

TERM CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID AMOUNT	MESSAGE
200810	DIRECT	1312.50	2587.00			The applicant is not enrolled.
200810	DLPLUS	5000.00				The applicant is not enrolled.
200810	MERIT	1232.50	1232.50			The applicant is not enrolled.
200810	PELL	2155.00	2155.00			The applicant is not enrolled.

30-JUL-2007 01:10:18 PM
AID YEAR: 0708 2007-2008 Aid Year

SCT University
DISBURSEMENT VALIDATION REPORT

PAGE 4
RPRVDIS

Report Name.....: RPRVDIS
Version.....: 7.9
Report Sequence Number.....: 125337
Aid Year.....: 0708
Term.....: 200810
Report Type.....: A
Sort Order.....: N
Application Code.....: FINAID
Selection Id.....: HAL
Creator Id.....: HWOOD
User Id.....: HWOOD
Line Count.....: 55

Number of students processed.....: 10
Number of valid awards processed.....: 12
Number of invalid awards processed.....: 28
Number of awards with warnings.....: 0

Applicant Requirements Report (RRRAREQ)

Description The Applicant Requirements Report provides you with detailed information on each applicant's tracking requirements. You can use the available parameters to tailor the report to your needs. For example, you can use the required parameters and the optional Packaging Requirement Indicator to restrict the report so that it only lists those tracking requirements that are required for packaging.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection ID parameters.	Application Inquiry form (GLIAPPL)
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Term Code	Yes	Enter a valid and active term code. The system accepts a single term code for this report parameter.	Financial Aid Term Code Inquiry form (ROITERM)
	Tracking Group Code	No	You can optionally enter a tracking group code; only tracking information related to these tracking group codes will print. The system accepts a single tracking group code or a multiple number of tracking group codes for this report parameter.	Requirements Tracking Group Validation form (RTVTGRP)
	Requirement Code	No	You can optionally enter a requirement code; only tracking information related to these requirement codes will print. The system accepts a single requirement code or a multiple number of requirement codes for this report parameter.	Requirements Tracking Validation form (RTVTREQ)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Status Code	No	You can optionally enter a tracking status code; only tracking information related to these status codes will print. The system accepts a single status code or a multiple number of status codes for this report parameter.	Requirements Tracking Status Validation form (RTVTRST)
	Satisfied Indicator	No	This option enables you to either list all satisfied tracking requirements (<i>Y</i>) or to list all unsatisfied tracking requirements (<i>N</i>). This parameter defaults to <i>N</i> .	<i>Y</i> List all satisfied tracking requirements <i>N</i> List all unsatisfied tracking requirements (default)
	Packaging Reqt. Indicator	No	This option enables you to only list those tracking requirements that are required for packaging (<i>Y</i>). This parameter defaults to <i>N</i> .	<i>Y</i> List only those tracking requirements that are required for packaging <i>N</i> List all tracking requirements (default)
	Disbursement Reqt Indicator	No	This option enables you to only list those tracking requirements that are required for disbursements (<i>Y</i>).	<i>Y</i> List only those tracking requirements that are required for disbursements <i>N</i> List all tracking requirements
	Fund Requirement Indicator	No	This option enables you to only list those tracking requirements that are associated with a fund code (<i>Y</i>).	<i>Y</i> List only those tracking requirements that are associated with a fund code <i>N</i> List all tracking requirements
	Page Break after Applicant	No	Use this parameter to indicate whether or not you want a page break for each student. The allowable values are <i>Y</i> or <i>N</i> . This parameter defaults to <i>N</i> .	<i>Y</i> Page break for each applicant <i>N</i> Do not provide a page break after each applicant (default)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control form (GUAIDEN)
	User ID	No	This is the ID of the person who used the sub-population rules.	
	Applicant Letter Indicator	No	<p>Option to select only those applicants needing a tracking letter.</p> <p>If you select Y, students with the Request Letter field checked in the Summary Block of the Applicant Requirements form (RRAAREQ) are selected.</p> <p>If blank, records will be selected regardless of the value of the Request Letter field.</p>	<p><i>Y</i> Yes</p> <p><i>N</i> No</p> <p>Blank</p>
	Requirement Letter Indicator	No	<p>Option to select only those requirements needing a tracking letter.</p> <p>If Y, individual requirement records with the Letter field checked in the Requirements or Additional Requirements block of the Applicant Requirements form (RRAAREQ) are included in the report.</p> <p>If blank, records will be selected regardless of the value of the Letter Indicator.</p>	<p><i>Y</i> Yes</p> <p><i>N</i> No</p> <p>Blank</p>

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Set Letter Indicator	No	<p>Option to populate requirement letter indicators.</p> <p>If you select Y, the Letter field checked in the Requirements or Additional Requirements block of the Applicant Requirements form (RRAAREQ) are updated when the process is run, based on the values of the Request Letter field in the Summary Block of the Applicant Requirements form (RRAAREQ) for the applicant, the Letter Exclusion field on the Requirements Tracking Validation form (RTVTREQ) for the requirement, and the Request Letter field on the Requirements Tracking Status Validation form (RTVTRST) for the status.</p> <p>If N, the indicator is not updated.</p>	<p>Y Yes</p> <p>N No (default)</p>
	Requirement term Code	No	Only those requirements with the listed term codes for this parameter will print. The system accepts a single requirement term code or a multiple member of requirement term codes for this report parameter.	Financial Aid Term Code Inquiry (ROITERM)

Applicant Requirements Report Sample

19-AUG-2009 03:12 PM				SUNGARDHE University										PAGE 1		
AID YEAR: 0910				Applicant Requirements Tracking Report										RRRAREQ		
NAME		ID	TRK	GRP	LTR	AID PERIOD		BUD	GRP	PCKG	GRP	DEP	CLASS	ENROLL STAT		
Edit, Question		811100106	ADMIT		N	Fall-Spring Semesters			UGINOF		UGDEP	D	1			
REQUIREMENT						STATUS		SAT	PCKG	DISB	MEMO	TRK	INFO ACCESS	FUND	TERM	SYS
AFDC	Documentation of AFDC Benefits					S 18-MAY-2009		Y	N	Y	N	N	Y			M
DEB-1	Debate Club Application					W 31-JUL-2009		Y	N	Y	N	N	Y			M
INTERV	Loan Entrance Interview					S 31-JUL-2009		Y	N	Y	N	N	Y	DIRECT		M
EXIT	Exit Interview					E 18-AUG-2009		N	N	N	N	N	Y			M
SUE&1	special charaters&					E 10-AUG-2009		N	N	Y	N	N	Y		201010	M
SUE&1	special charaters&					E 03-AUG-2009		N	N	Y	N	N	Y		201020	M
SUE1	Sue's Requirement 1 test to check for a long description					S 31-JUL-2009		Y	N	Y	N	N	Y	SUESCH		M
SBGI H 040760 Farmington High School																
SUELAP	Sue's loan application					S 03-AUG-2009		Y	N	Y	N	N	Y	SUELMN		F
SUEPK1	Sue's Perkins MPN					S 31-JUL-2009		Y	N	Y	N	N	Y	SUEPK1		F
SUEPK1	Sue's Perkins MPN					S 31-JUL-2009		Y	N	Y	N	N	Y	SUEPK2		F

19-AUG-2009 03:12 PM

AID YEAR: 0910

SUNGARDHE University*****
Applicant Requirements Tracking Report

PAGE 2
RRRAREQ

* * * REPORT CONTROL INFORMATION * * *

RPTNAME RRRAREQ
VERSION# (8.5)
REPORT SEQUENCE NUMBER 212414
APPLICATION ID FINAID
SELECTION ID MANUAL
CREATOR ID FAUSER
USER ID FAUSER
AID YEAR 0910
TRACKING GROUP
REQ'D FOR PACKAGING (Y/N)
REQ'D FOR DISBURSEMENT (Y/N)
REQ'D FOR FUND (Y/N)
TRACKING STATUS CODE
ENROLLMENT TERM CODE 201010
TRACKING REQUIREMENT CODE
SATISFIED STATUS (Y/N)
APPLICANT LETTER INDICATOR (Y/N)
REQUIREMENT LETTER INDICATOR (Y/N)
SET LETTER INDICATOR (Y/N) N
REQUIREMENT TERM CODE
PAGE BREAK BETWEEN APPLICANTS (Y/N) ... N
LINE COUNT 55
RECORD COUNT - Applicants 1

Exit Interview Requirements Process (RRREXIT)

Description The purpose of the exit interview process is to identify those students that require federal loan exit counseling. If the student requires an exit interview, this process also enables you to establish an exit interview requirement code for each student's tracking record.

Selecting the population

You can use this process with a previously defined population selection (using parameters 16-19), or you can select the population based on specific conditions (using parameters 06-12).

You can also combine the two methods, using a population selection to further limit the population of students selected by parameters 06–12.

Graduating Students

If parameter 05 (Check for Graduates) is set to *Y*, the process checks for students who have a graduation date recorded which falls between the begin and end date parameter dates (parameters 09 and 10), or which have a graduation in the specified graduation term (parameter 08). Additionally the student's degree status code is checked to ensure that the degree is pending or has been awarded. Students selected in this category must have had loans in any year which is less than or equal to the aid year (parameter 01).

Withdrawals

If parameter 06 is *Y*, the process checks for the students enrollment status code for the current term (parameter 11). If the student is indicated as withdrawn (STVESTS_WD_IND is *Y*) or is not included in student headcount (STVESTS_EFF_HEADCOUNT is *N*), the process counts the student as withdrawn. Students selected in this category must have had loans in any year which is less than or equal to the aid year (parameter 01).

Low Enrollment

If parameter 07 (Check for Low Enrollment) is set to *Y*, the process checks for two categories of students:

- **Less Than Half-Time Enrollment:** The process checks for students whose enrollment is below half-time in the parameter 11 current term. Students selected in this category must have had loans in any year which is less than or equal to the parameter 01 aid year. Hours are calculated based on current term registrations for courses which count in enrollment. The Audit Mode Rules (RORAUDT) are used to detect those courses which should not be counted. The result is matched to the financial aid load rules on the aid year's

institutional options based on the current term code (parameter 11) and the student level code. The student's level is determined from the maximum effective term general student record.

- **No-Shows:** This selection is for students who were enrolled in the previous term (parameter 12) for at least half-time but are not enrolled in the current term (parameter 11). This excludes students who have a degree awarded or who withdrew in the prior term as these would have been detected in the prior term run. Students selected in this category must have had loans in any year less than or equal to the Aid Year parameter.

Selecting the Award

Regardless of the student selection method, you must specify an aid year (parameter 01) and one or more fund codes (parameter 02).

Students selected must have had loans in any year which is less than or equal to the aid year (parameter 01). The loans checked for are those fund code(s) entered as a fund code (parameter 02) to the process.

Loan amounts are taken from the Accepted Amounts in the student's award record. Award records are not processed if the accepted award amount is NULL or zero. A loan total of zero does not cause the system to post a requirement.

Posting the Requirement

You have the option of testing the process, without updating the student's requirement records, by entering *R* for parameter 13 (Report and/or Update). When you select the Report only value for parameter 13, the selected students are printed on the report along with a message that indicates whether the requirement would be established, updated, or if it already exists. When you enter *U* for parameter 13, selected students' RRRAREQ records are updated with the tracking requirement code you specified as parameter 03 (Exit Requirement Code) and the requirement status code you specified as parameter 04 (Requirement Status Code).

When the tracking requirement code is added:

- Posts with a system indicator of *B*. This is treated as a manual component when regrouping.
- The 'required for' indicators are taken from the tracking requirement validation form for the tracking code being posted.
- When a RORSTAT record does not exist for the student for the parameter aid year, a RORSTAT record is created.

When a tracking requirement code is updated:

- The status date of the requirement is updated. The established date is not updated.
- The system indicator is set to *B*.
- The status will not be updated if the requirement has already been satisfied.
- Tracking completed dates are updated, or set to NULL if appropriate.

Requirement records are inserted and updated at the end of processing for each student (if parameter 13 is set to allow updates).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	The aid year for the process. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Fund Code	Yes	The fund code or codes that require exit interviews. The system accepts a single fund code or a multiple number of fund codes for this report parameter. The system uses these fund codes to select students with a Loan Accepted amount greater than 0.00. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data form (RFRBASE)
	Exit Interview Requirement Code	Yes	Enter a tracking code for the exit interview. If parameter 13 (Report and/or Update) is <i>U</i> , this code is inserted into RRRAREQ for students who are identified by the process as requiring exit interviews.	Requirements Tracking Validation form (RTVTREQ)
	Requirement Status Code	Yes	A requirement status code associated with the Exit Interview Requirement Code (parameter 03). If parameter 13 (Report and/or Update) is <i>U</i> , this code is inserted into RRRAREQ for students who are identified by the process as requiring exit interviews.	Requirements Tracking Status Validation form (RTVTRST)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Check for Graduates	No	Specify whether the process will check graduate records. If you set this parameter to <i>Y</i> , you must provide values either for parameter 08 (Graduation Term) or for parameters 09 and 10 (Graduation Beginning Date and Graduation Ending Date).	<i>Y</i> (Yes) check for graduates <i>N</i> (No) do not check for graduates (default)
	Check for Withdrawals	No	Specify whether the process will check the withdrawal status for the current term entered in parameter 11 (Current Term Code).	<i>Y</i> (Yes) check for withdrawals <i>N</i> (No) do not check for withdrawals (default)
	Check for Low Enrollment	No	Specify whether the process will check for a low enrollment status. If <i>Y</i> , less than half time or no enrollment is checked for the current and previous terms entered in parameters 11 and 12 (Current Term Code and Previous Term Code).	<i>Y</i> (Yes) check for low enrollment <i>N</i> (No) do not check for low enrollment (default)
	Graduation Term	No	Student is selected if the term entered equals the student's graduation term as entered on SHADEGR (SHRDGMR_TERM_OCDE_GRAD). Applies only if parameter 05 (Check for Graduates) is <i>Y</i> .	Financial Aid Term Code Inquiry form (ROITERM)
	Graduation Beginning Date	No	If the student's graduation date is on or after this date and before the Graduation Ending Date (parameter 10), the student is selected. Applies only if parameter 05 (Check for Graduates) is <i>Y</i> .	
	Graduation Ending Date	No	If the student's graduation date is on or after the Graduation Beginning Date and before this date, the student is selected. Applies only if parameter 05 (Check for Graduates) is <i>Y</i> .	
	Current Term Code	No	The current term code is checked for withdrawals (if the Check for Withdrawals parameter is <i>Y</i>) or low enrollment (if the Check for Low Enrollment is <i>Y</i>).	Financial Aid Term Code Inquiry form (ROITERM)
	Previous Term Code	No	This parameter is checked for low enrollment (if the Check for Low Enrollment parameter is <i>Y</i>).	Financial Aid Term Code Inquiry form (ROITERM)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Report and/or Update	No	<p><i>The R</i> option reports records with applicable loans and (if the Print NSLDS Summary parameter is <i>Y</i>) NSLDS information.</p> <p><i>The U</i> option prints the report and also updates RRRAREQ records with the codes specified in the Exit Requirement Code and Requirement Status Code parameters.</p>	<p><i>R</i> Report only</p> <p><i>U</i> Report and update (default)</p>
	Page Break Indicator	No	Use this parameter to indicate whether or not you want a page break for each student.	<p><i>Y</i> Page break for each student</p> <p><i>N</i> Do not provide a page break after each student (default)</p>
	Print NSLDS Summary	No	If you select the <i>Y</i> option, NSLDS aggregate loan data and Perkins loan data is printed for informational purposes on the report.	<p><i>Y</i> Print NSLDS(default)</p> <p><i>N</i> Do not print NSLDS</p>
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and User ID parameters.	
	User ID	No	The ID of the person using the sub-population rules. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	

Exit Interview Requirements Process Sample

04-JUN-2003 10:22 AM		SunGard Higher Education Development Exit Interview Requirement Report			PAGE 1 RRREXIT
ID	Name	Fund	Aid Year	Loan Amount	
911111111	Davis, William A. Enrollment	STFD Federal Stafford Loan	0304	2625.00	
		Total for SunGard Higher Education Development		2625.00	
		Total for Prior Institutions:		.00	
		Fund Total:		2625.00	
		Student Loan Total:		2625.00	
		* * REQUIREMENT PREVIOUSLY ESTABLISHED - UPDATED * *			
911111112	Trammel, Julie A. Enrollment	STFD Federal Stafford Loan	0304	2625.00	
		Total for SunGard Higher Education Development		2625.00	
		Total for Prior Institutions:		.00	
		Fund Total:		2625.00	
		Student Loan Total:		2625.00	
		* * REQUIREMENT PREVIOUSLY ESTABLISHED - UPDATED * *			

04-JUN-2003 10:22 AM

SunGard Higher Education Development
Exit Interview Requirement Report

PAGE 2
RRREXIT

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RRREXIT
VERSION #: (6.0)
Report Sequence Number: 175999
Aid Year: 0304
Selection ID:
Application Code:
Creator ID:
Begin Activity Date:
End Activity Date:
Fund Code: STFD
Tracking Requirement Code: EXIT
Tracking Requirement Status Code: E
Current Term Code: 200010
Previous Term Code: 199920
Print Prior Institution History: Y
Page Break On Applicant: N
Line Count: 55

Withdrawal Check Specified
Enrollment Check Specified

Graduates: 0
Withdrawals: 0
Enrollment: 2

Student Count: 2

Selected - No Loans: 0
Selected - Requirement Now Established: 0
Selected - Requirement Now Updated: 2
Selected - Requirement Previously Satisfied: 0

Data Discrepancies Report (RSRDSCP)

Description The Data Discrepancies Report lists discrepancies in data between Banner Financial Aid and Banner Student. This report uses data in the General System's Visa Information (GORVISA) and Visa International Information (GOBINTL) tables for this comparison.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Sorting Sequence	No	The available sort options for this report.	<i>N</i> Name (default) <i>I</i> ID
	Compare Last Names	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student last names.	<i>Y</i> Yes <i>N</i> No
	Compare First Names	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student first names.	<i>Y</i> Yes <i>N</i> No
	Compare Middle Initials	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student middle initials.	<i>Y</i> Yes <i>N</i> No
	Compare Social Security Nos.	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student social security numbers.	<i>Y</i> Yes <i>N</i> No
	Compare Birth Dates	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student birth dates.	<i>Y</i> Yes <i>N</i> No
	Compare Citizenship Codes	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student citizenship codes.	<i>Y</i> Yes <i>N</i> No

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Compare Degree Codes	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student degree codes.	<i>Y</i> Yes <i>N</i> No
	Compare Marital Status	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student marital statuses.	<i>Y</i> Yes <i>N</i> No
	Compare Alien Reg. Numbers	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student alien registration numbers.	<i>Y</i> Yes <i>N</i> No
	Compare Gender Codes	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student gender codes.	<i>Y</i> Yes <i>N</i> No
	Compare Housing Codes	No	Enter a <i>Y</i> for this parameter if you want to perform a comparison on student housing codes.	<i>Y</i> Yes <i>N</i> No
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection parameters.	Population Selection Inquiry form (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection parameters.	Application Inquiry form (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control form (GUAIDEN)
	User ID	No	The ID of the person who used the population rules.	

Data Discrepancies Report Sample

20-FEB-04 17:03:19
AID YEAR: 0405 Aid Year JUL 2004 - JUN 2005

Banner University
Data Discrepancies Report

PAGE 1
RSRDSCP

LAST NAME	FIRST NAME	MI	ID NUMBER			
Adams	Arthur		623456779			
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.		FIN. AID SYS.
LAST NAME :	Adams			HOUSING CODE :		
FIRST NAME :	Arthur					
MIDDLE INITIAL :						
SSN :						
DATE OF BIRTH :						
CITIZEN CODE :	NONE	3				
Addison	Mary	E	600000000			
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.		FIN. AID SYS.
LAST NAME :				HOUSING CODE :		
FIRST NAME :						
MIDDLE INITIAL :						
SSN :	594594534		600000000			
DATE OF BIRTH :	03-JUN-45		04-DEC-71			
CITIZEN CODE :	NONE	3				
Anderlik	Rob		630601546			
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.		FIN. AID SYS.
LAST NAME :	Anderlik			HOUSING CODE :		
FIRST NAME :	Rob					
MIDDLE INITIAL :						
SSN :	111223333		399452978			
DATE OF BIRTH :			07-MAR-60			
CITIZEN CODE :						
Anderson	Albert	A	698765432			
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.		FIN. AID SYS.
LAST NAME :				HOUSING CODE :		
FIRST NAME :						
MIDDLE INITIAL :						
SSN :						
DATE OF BIRTH :	12-APR-70		30-APR-66			
CITIZEN CODE :	NONE	2				

20-FEB-04 17:03:19
AID YEAR: 0405 Aid Year JUL 2004 - JUN 2005

Banner University
Data Discrepancies Report

PAGE 2
RSRDSCP

LAST NAME	FIRST NAME	MI	ID NUMBER		
Atkinson	Susan		900000004		
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.	FIN. AID SYS.
LAST NAME :		HOUSING CODE :			
FIRST NAME :					
MIDDLE INITIAL :					
SSN :	900000004				
DATE OF BIRTH :	03-DEC-67				
CITIZEN CODE :					
Barry	Fred	W	612340654		
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.	FIN. AID SYS.
LAST NAME :	Barry	HOUSING CODE :			
FIRST NAME :	Fred				
MIDDLE INITIAL :	W				
SSN :					
DATE OF BIRTH :					
CITIZEN CODE :					
Brackman	Brenda		634567891		
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.	FIN. AID SYS.
LAST NAME :	Brackman	HOUSING CODE :			
FIRST NAME :	Brenda				
MIDDLE INITIAL :					
SSN :					
DATE OF BIRTH :					
CITIZEN CODE :	NONE				
Burns	Fred		@00000638		
STUDENT SYS.	FIN. AID SYS.			STUDENT SYS.	FIN. AID SYS.
LAST NAME :	Burns	HOUSING CODE :			
FIRST NAME :	Fred				
MIDDLE INITIAL :					
SSN :					
DATE OF BIRTH :					
CITIZEN CODE :					

20-FEB-04 17:03:19
AID YEAR: 0004 Aid Year JUL 2004 - JUN 2005

Banner University
Data Discrepancies Report

PAGE 16
RSRDSCP

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RSRDSCP
AID YEAR: 0405
SORT SEQUENCE: N
COMPARE LAST NAMES: Y
COMPARE FIRST NAMES: Y
COMPARE MIDDLE INIT: Y
COMPARE SSN: Y
COMPARE BIRTH DATES: Y
COMPARE CITIZEN CODES: Y
COMPARE DEGREE CODES: N
COMPARE MARITAL STATUS: N
COMPARE ALIEN REG NO: N
COMPARE GENDER CODES: N
COMPARE HOUSING CODES: Y

RECORD COUNT: 71

Financial Aid Enrollment Hours Process (RSRENRL)

Description The RSRENRL process adds credit, billing hours, and adjusted hours by term from student enrollment to financial aid. The financial aid credit hours and financial aid billing hours are normally the enrollment counts as of the financial aid cut-off date on the Enrollment Cut-Off Date Rules Block of the Packaging Options form (RPROPTS). However, the financial aid hours are not displayed until you run the RSRENRL process to initially capture the hours as of this cut-off date. This process freezes the hours for all students, though you can manually change the hours for a specific student and term.



Note

The financial aid hours will also not be displayed if the student did not have any active enrollment as of the financial aid cut-off date. The hours would also not appear for any student who was not included in the RSRENRL process at the time of the 'freeze.' This could be true because the student did not have a financial aid record at the time of the 'freeze' or the student may not have been included in the population selection at the time RSRENRL was run. ■

This information is displayed on the Financial Aid Enrollment form (ROAENRL). The RSRENRL process copies a student's actual enrollment from Banner Student enrollment tables into a separate financial aid enrollment table. As the student drops or adds classes after being included in the freeze process, his/her actual enrollment changes but the frozen financial aid enrollment does not. Whenever any process in Banner Financial Aid needs to determine a student's actual enrollment, it looks first to the frozen Financial Aid enrollment table. If it doesn't find any enrollment data there for the specified term, then it looks at current Student System enrollment data.

Typically the freeze process is run at the conclusion of your 'drop/add' period or at the end of your tuition refund period. This way, if a student is full-time when the freeze process is run, dropping classes will not affect the way financial aid views his/her enrollment; it's still full-time for financial aid purposes.



Note

The Disbursement Process only uses Student System enrollment data when disbursing Federal Stafford and PLUS loans to validate that the student is currently enrolled at least half-time. The only exception is when you check the Consortium indicator for the student on ROAENRL for the term; in this case the frozen financial aid hours are used. ■

Frozen financial aid enrollment may be adjusted on a manual basis on the Financial Aid Enrollment form (ROAENRL). This is typically used for students who are legitimately allowed to add courses after the 'drop/add' period or for students cross registering at another college where you are authorized to pay the aid based on the combined enrollment.

When running the RSRENRL process, you have an option to update existing financial aid hours for a student for whom you previously froze hours and to add any new students who previously did not have financial aid frozen hours, or you may choose to only add new students who previously did not have financial aid frozen hours.

 **Warning**

Manual changes to the financial aid hours for any particular term will *not* be replaced with actual Banner Student System enrollment during subsequent batch processing using the RSRENRL process for that same term. Manual changes are noted by an *M* in the **System/Manual** indicator (RORENRL_SYS_IND = 'M') located within the Enrollment section of the forms. Any further adjustments needed for the student's record must also be made manually. ■

RSRENRL can be used with a population selection to select the students to be processed. Many institutions choose to only process students who do not already have a frozen financial aid enrollment record for a specific term. This can be done in a number of different ways. For example, you can define one population that selects all students with RORSTAT records for the year and have an enrollment record for the term in the Student Registration table (SFBETRM or SFRSTCR). You may then run the RSRENRL process to freeze financial aid hours.

If the Use Attending Hour functionality is indicated for funds and you freeze Financial Aid Hours, you should also freeze the Financial Aid Attending Hours.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry form (ROIAIDY)
	Term Code	Yes	Enter a valid and active term code. The system accepts a single term code for this report parameter.	Financial Aid Term Code Inquiry form (ROITERM)
	Sorting Sequence Option	Yes	The available sort options for this report are:	<i>N</i> Name (default) <i>I</i> ID
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry form (GLISLCT)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry form (GLIAPPL)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control form (GUAIDEN)
	User ID	No	This is the ID of the person who used the sub-population rules.	
	Load Term Enrollment Option	No	<p>The Update/Add option updates students who already had frozen financial aid hours with their current enrollment and creates financial aid hours for students with no prior financial aid hours for the term.</p> <p>The Add option creates financial aid hours for students with no previous financial aid hours for the term. Students who already had financial aid hours are not updated.</p>	<p><i>U</i> Update/Add (default)</p> <p><i>A</i> Add</p>
	Load Attend Enrollment Option	No	<p>The Update/Add option updates students who already had frozen financial aid attending hours with their current enrollment and creates financial aid attending hours for students with no prior financial aid hours for the term.</p> <p>The Add option creates financial aid attending hours for students with no previous financial aid attending hours for the term. Students who already had financial aid attending hours are not updated.</p>	<p><i>U</i> Update/Add (default)</p> <p><i>A</i> Add</p>

Financial Aid Enrollment Hours Process Sample

29-AUG-2003 11:13 AM
AID YEAR: 0304

BANNER University
Financial Aid Enrollment Hours

PAGE 1
RSRENRL

TERM CODE: 200410

NAME	ID/ATTEND DATE	CREDIT HOURS	BILLING HOURS	ADJUSTED HOURS	MESSAGE
Lasse, Javier M.	511009025	6.000	6.000	6.000	
	26-AUG-2003	3.000	3.000	3.000	
	15-SEP-2003	6.000	6.000	6.000	

29-AUG-2003 11:13 AM
AID YEAR: 0304

BANNER University
Financial Aid Enrollment Hours

PAGE 2
RSRENRL

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: RSRENRL
VERSION #: (6.1)
REPORT SEQUENCE NUMBER: 42956
AID YEAR: 0304
TERM CODE: 200410
SORTING SEQUENCE: N
SELECTION IDENTIFIER: TEST
APPLICATION CODE: FINAID
CREATOR ID: FAISUSR
USER ID: FAISUSR
LOAD TERM ENROLLMENT OPTION: U
LOAD ATTENDING ENROLLMENT OPTION: U
LINE COUNT: 55

RECORD COUNT: 3



2010 - 2011 New Aid Year Checklist



The intent of this document is to ensure that you have set up the required tables for new aid year processing.

**Tip**

You can also use this document to assist in a new implementation of Banner Financial Aid.

This checklist begins with a description of the Financial Aid New Year Roll process (ROPROLL). The ROPROLL process helps you to set up your Financial Aid system for the new aid year by rolling selected rules from one aid year to the next.

Following the description of the ROPROLL process, the checklist is organized by Financial Aid module. The order in which you set up each module is not important. This document ends with a listing of system validation forms and system tables required for Financial Aid processing.

The following special characters are used throughout the checklist to indicate if a form is required and why it is.

- * An asterisk beside the form name indicates that the form is an optional system form.
- ** A double asterisk distinguishes those forms within a specified module that are required if Banner Human Resources or Banner Finance is installed.
- + A plus sign denotes those forms within a specified module that are required if you implement the specific function (for example, automatic packaging).

For your reference, the following modules are included in the checklist.

[“Common Functions Module \(*RESCOMN\)” on page A-7](#)

[“Data Management Module \(*RESDATA\)” on page A-9](#)

[“Need Analysis Module \(*RESNEED\)” on page A-10](#)

[“Requirements Tracking Module \(*RESTRACK\)” on page A-12](#)

[“Budgeting Module \(*RESBUDG\)” on page A-14](#)

[“Funds Management Module \(*RESFUND\)” on page A-16](#)

[“Packaging And Disbursement Module \(*RESPACK\)” on page A-18](#)

[“Loan Processing Module \(*RESLOAN\)” on page A-23](#)

[“Electronic Data Exchange \(EDE\) Module \(*RESEDE\)” on page A-24](#)

[“Student Employment Module \(*REEMPL\)” on page A-25](#)

[“Athletic Module \(*RESATHL\)” on page A-26](#)

The following tables are also included for your reference.

[“Schedule A — System Validation and Rules Form Reference” on page A-27](#)

[“Schedule B — Delivered System Required Data” on page A-29](#)

Financial Aid New Year Roll Process (ROPROLL)

The ROPROLL process rolls over selected aid year-specific information from one aid year to the next. Through the process parameters, you have the option to select which rules will be rolled to the new aid year. Parameters 3 through 11 default to *Y*. If you do not wish to use a certain parameter, you will need to change the parameter value to *N*. You can determine if the roll was successful by printing or reviewing online the ROPROLL output file created by this process.



Warning

If you manually enter rules for a module on the RORRULE, RORWEBQ, RORWTAB, RORWTXT, and RPRALGR forms before you run ROPROLL, the rules that you have entered manually will not be overwritten. ROPROLL will only roll rules that do not yet exist for the new aid year.

Example: You have entered a tracking rule for a group, INDVER, on RORRULE for the 2010-2011 aid year, but have not entered rules for other tracking groups. When you run ROPROLL for 2010-2011, the process will perform the Tracking Rules Roll step, if you select it, but it will not update the rules for the INDVER tracking group. ■

Use the following checklist to assist you in running the ROPROLL process.

_____ Step 1: **Set up Institutional Options** (ROAINST/ROAUSIO or Parameter 11) -- Set up data on ROAINST and ROAUSIO for the new aid year. You can do this manually on ROAINST and ROAUSIO before you run ROPROLL, or you can use Parameter 11 to perform this step automatically when you run ROPROLL.

Note: Data will only be rolled if it does not already exist in the new aid year.

Financial Aid Options (Parameter 11) -- Perform roll of Financial Aid Options data. This parameter rolls the aid year-specific Financial Aid Options data for the current aid year to the new aid year. If you select to use this option, values for parameters 12 through 18 must be entered.

Tables which are rolled include: ROBINST and RORINID.

Review the aid year-specific forms outlined in the Financial Aid Options Module section to assure that the aid year-required changes are made.

_____ Step 2: **Parameters for Financial Aid Options Roll** (Parameters 12-18) -- Enter values for
(optional) Parameters 12 through 18 if you have selected to use Parameter 11 to roll the Financial Aid Options data.

- Parameter 12 -- Active Aid Year
Indicate if this is an active aid year or not. Values are [A]ctive or [I]nactive.
- Parameter 13 -- Pivot Date
Enter the pivot date (DD-MON-YYYY).
- Parameter 14 -- Aid Year Description
Enter a description to identify the aid year (up to 30 characters).
- Parameter 15 -- Aid Year Start Date
Enter the full date the aid year begins (DD-MON-YYYY).
- Parameter 16 -- Aid Year Start Year
Enter the year the aid year begins (YYYY).
- Parameter 17 -- Aid Year End Date
Enter the full date the aid year ends (DD-MON-YYYY).
- Parameter 18 -- Aid Year End Year
Enter the year the aid year ends (YYYY).

_____ Step 3: **From and To Aid Year** (Parameter 01 and Parameter 02) -- Select the Aid Year to roll. Indicate in Parameter 01 the current aid year from which you want to roll the financial aid data. Indicate in Parameter 02 the new aid year into which you want to roll the financial aid data.

_____ Step 4: **Group Selection Rules Roll** (Parameter 03) -- Perform Roll of Group Rules. This parameter rolls Group Assignment Rules, Fund Awarding and Disbursement Rules, and Group Packaging Awarding Rules found in the current aid year to the new aid year. Review the aid year-specific forms outlined in each module to assure that the aid year-required changes are made.

Tables which are rolled include RORGDAT, RORCMPL, and RORGSQ. (Records with inactivate rules on RORGDAT will not be rolled.)



Note

Both simple and expert (compiled) rules are being rolled. It is unnecessary to compile the rolled rules for use in processing. ■

Review the sections of this document devoted to the modules for the RORRULE form to assure that data within the rules is valid for the new aid year.

_____ Step 5: **Fund Aid Year-Specific Roll** (Parameter 04) - Perform roll of fund data. This parameter rolls the aid year-specific Funds Management Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Funds Management module to assure that the aid year-required changes are made.

Tables which are rolled include: RFRASPC, RFRCOMM, RFRBCMP, RFRDETC, RFRREQ, RFRMESG, RPBLOP. (Records in RFRREQ and RPBLOP with an inactive **Tracking Requirement Code** on RTVREQ will have the **Tracking Requirement Code** set to Null.)

Review the Funds Management Section of this document for the specified forms to ensure that data within the rules is valid for the new aid year.

Step 6: **Budgeting Rules Roll (Parameter 05)** - Perform roll of budget data. This parameter rolls selected aid year-specific Budgeting Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Budgeting Module section to assure that the aid year-required changes are made.

Tables which are rolled include: RBRCOMP and RBRGMSG. (Records with inactive Budget Group Codes on RTVTGRP will not be rolled.)

Review the Budgeting Module of this document for the forms RBRCOMP and RORMESG to assure that data within the rules is valid for the new aid year.

Step 7: **Tracking Rules Roll (Parameter 06)** - Perform roll of tracking data. This parameter rolls selected aid year-specific Tracking Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Tracking Module section to assure that the aid year-required changes are made.

Tables which are rolled include: RRRGREQ and RRRTMSG. (Records with inactive Tracking Group Codes or inactive Tracking Requirement Codes on RTVTGRP will not be rolled.)

Review the Tracking Module section of this document for the *forms* RRRGREQ and RORMESG to assure that data within the rules is valid for the new aid year.

Step 8: **Packaging Rules Roll (Parameter 07)** - Perform roll of packaging data. This parameter rolls selected aid year-specific Packaging Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Packaging Module section to assure that the aid year-required changes are made.

Tables which are rolled include: RORAUDT, RPBOPTS, RPRGGAP, RPRGSHP, RPRGEQY, RPRDEFG, RPRDEFE, RPRDEFS, RPRFSRC, RPRFCAT, RPRGFND, RPRCLSS, RPRDEGR, RPRMAJR, and RPRALGR. (Records on RPRALGR, RPRDEFE, RPRDEFG, RPRDEFS, RPRGEQY, RPRGGAP, RPRGSHP, and RPRGFND with inactive Algorithmic Packaging Group Codes on RTVALGR will not be rolled.)

Review the Packaging Module section of this document for the *forms* RPRAUDT, RPROPTS, RPRDEFR, RPRPCKR, RPRGFND, RPRCLSS, RPRDEGR, RPRMAJR, RPRFSRC, RPRFCAT, and RPRALGR to assure that data within the rules is valid for the new aid year.

Step 9: **Common Functions Rules Roll** (Parameter 08) - Perform roll of common data. This parameter rolls selected aid year-specific Common Functions rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Common Functions Module section to assure that the aid year required changes are made.

Tables which are rolled include: RORUSER, RORPOST, RCRINFR, RCRINFC, RORCAMP, RORCLVE, RORCODI, RTVINL, RORWEBQ, RORWBQA, RORWSQL, RORWTAB, RORWTXT, RORWEBR, and RORWEBA. (Records in RORCAMP with an inactive Pell Fund Code on RFRBASE will have the Pell Fund Code set to Null.)

Review the Common Functions Module section of this document for the *forms* RORUSER, RORPOST, RCRDTSR, RORCODI, ROAUSIO, and ROAINST to assure that data within the rules is valid for the new aid year.

Step 10: **Student Employment Rules Roll** (Parameter 09) - Perform roll of employment data. This parameter rolls selected aid year-specific Student Employment rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Student Employment Module section to assure that the aid year-required changes are made.

Tables which are rolled include: RJRPLRL.

Review the Student Employment Module section of this document for the *form* RJRPLRL to assure that data within the rules is valid for the new aid year.

Step 11: **Athletic Data Roll** (Parameter 10) - Perform roll of athletic data. This parameter rolls selected aid year-specific athletic data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Athletics Module section to assure that the aid year-required changes are made.

Tables which are rolled include: RARPAGD and RARPAGS.

Review the Athletic Module section of this document for the RAAPAGD Form to assure the data within the rules is valid for the new aid year.

Common Functions Module (*RESCOMN)

Review the following non-aid-year-specific forms within the Common Functions Module to assure that the codes meet the requirements for the new aid year.

- RTVAPRD • RTVHOLD • RTVINTL • RTVMESG • RTVSAPR
- RORDSUP • ROALOGC • RORWVAR • RORNYVD • RTVWEBQ
- RTVWTXT • RTVELTM • RORELTR • RORELTF • RTVWVAR
- ROAINST
(this form is
aid year
specific)

If you ran the ROPROLL process to roll the Common Functions information or the Group Selection information, review the forms that follow to assure that new aid year-required changes are made.

- RORUSER • RORPOST • RORCODI • ROAUSIO • RCRDTSR
- RORWTXT • RORWBQA

If Group Selection Information was rolled, review all applicable simple and expert rules on the RORRULE form.

Additionally, review ROAINST to determine if changes need to be made to exclude course levels by Student Level.

Use this checklist to assist you with your setup of the Common Functions Module.

Common Functions Module

Aid Year-Specific Forms

____ROAINST/
____ROAUSIO

Create new aid year definition and aid year-specific institutional options.

RTVTREQ
RTVTRST
STVTERM
RTVAPRD
RTVSAPR
RTVTGRP
RTVBGRP
RTVPGRP
STVLEVL

Create a new aid year before you enter the system rules forms.

If you do not use the standard Banner aid year format (e.g., 1011), you must customize the system-required tables to reference your aid year definition (refer to Schedule B).

You must also associate your aid year definition with the defined terms on STVTERM.

____RORDATA

Review the indicators for logging, Pell corrections, and INAS override fields to ensure that these fields are correctly set for the new aid year.

Prerequisites

Comments

The release for the new aid year is installed.

SunGard Higher Education delivers the values on this form with the new aid year updates of Banner Financial Aid. These values only become available with the install of the new release.

____RORTPRD

Associate terms from STVTERM to aid periods for the new aid year.

Prerequisites

Comments

ROAINST
RTVAPRD
STVTERM

Ensure that rules are setup for all aid periods that you will use.

____RORUSER

Define optional institutionally defined field definitions for new aid year as needed.

Prerequisites

Comments

ROAINST

Common Functions Module**Aid Year-Specific Forms** *(cont.)*

_____RORPOST

Define batch posting rules for the new aid year as necessary.

Prerequisites**Comments**ROAINST
GLRAPPL
GLRSLCT
Related
Validations

You must define Selection IDs on GLRSLCT under the defined Financial Aid application in order to complete the RORPOST rules.

These rules are not required in order to process financial aid for the new year unless batch posting is a requirement.

Be sure that the RTVPTYP validation form contains the necessary system required values.

Data Management Module (*RESDATA)

Prior to building aid year-specific rules, review the following non-aid-year-specific forms within the Data Management Module to assure that the codes meet the requirements for the new aid year. These forms can be found in the Data Management Menu (*RESDATA) under the Financial Aid Common Functions Menu (*RESCOMN).

- RTVINFC • RCRTPTR • GTVCMSC • GORCMSC
- GORCMRL • GORNAME • RCRDTSR • ROAINST/
ROAUSIO

(these forms are
aid year-
specific).

Use the following checklist to assist you in your setup of the Data Management Module.

Data Management Module**Aid Year-Specific Forms**

_____ROAINST

Populate year-specific fields.

_____GORCMRL
_____RCRDTSR

Create Data Source Matching Rules for the new aid year for batch and online matching.

Data Management Module

(cont.)

Aid Year-Specific Forms

Prerequisites	Comments
RTVINFC GTVCMS GORCMS	
GJAPDFT	Create a <i>Saved</i> parameter set for Data Source for the new aid year for each user loading records online from suspense Financial Aid Suspended Records Maintenance Form (RCRSUSP).

Need Analysis Module (*RESNEED)

Review these Need Analysis Module forms prior to building aid year-specific rules to ensure that the codes meet the requirements for the new aid year.

- RORTPRD • RPROPTS • ROAINST • RFRMGMT • RPRCLSS
- RFRDEFA • RORCODI • ROAUSIO • RFRASCH



Note

The following steps for Pell grant processing are necessary when you perform the online INAS calculation since this process may include the Pell calculation as a secondary phase. You are not required to complete these steps if you only run the INAS calculation exclusively in batch mode or you have prevented the Automatic Pell Calculation on ROAUSIO.

Use the following checklist to assist you in your setup of the Need Analysis Module.

Need Analysis Module

_____ RPROPTS

Aid Year-Specific Forms

Check the following packaging fields for the new aid year.

Prerequisites	Comments
---------------	----------

ROAINST ROAUSIO RTVTRST STVTERM	Set the Estimated Enrollment Indicator to <i>Y</i> if you want to permit the use of an applicant's estimated enrollment for a Pell, ACG, SMART, or TEACH Grant in packaging. Enter a value in the Default Estimated Enrollment field for those cases in which an applicant's estimated enrollment does not exist (<i>1</i> - Full Time, <i>2</i> - 3/4 Time, or <i>3</i> - Half Time).
--	--

_____ ROAINST/
_____ ROAUSIO

Review the Global Institution Financial Aid Options Form for the new aid year.

Prerequisites	Comments
---------------	----------

	Check to see if all fields in the Options section of the ROAINST form have been completed.
--	--

_____ ROAUSIO

Review the U.S. Specific Institution Financial Aid Options Form for the new aid year.

Prerequisites	Comments
---------------	----------

ROAINST	Check to see if all fields in the Institutional Defaults, Campus Defaults, and Grant and EDE sections of the ROAUSIO form have been completed.
---------	--

_____ RFRMGMT

Review the Fund Management Form for the new aid year and fund code.

Prerequisites	Comments
---------------	----------

RFRBASE RTVAWST	Enter the necessary data on the RFRMGMT form for the Pell, ACG, SMART and TEACH fund codes for this aid year.
--------------------	---

_____ RPRCLSS

Review the Class Code Translation Form for this aid year.

Prerequisites	Comments
STVLEVL STVCLAS	Use the RPRCLSS form to convert the Banner Student level code and class code combinations into Banner Financial Aid class codes. Ensure that you have a rule for each level code with a null class code.

Requirements Tracking Module (*RESTRACK)

Review the following forms before you create aid year-specific rules for the Requirements Tracking Module to ensure that the codes meet the requirements for the new financial aid processing year (i.e., add the necessary aid year-specific tracking requirements).

- ROAINST
- RTVTGRP
- RTVTREQ
- ROAUSIO

If you ran the ROPROLL process to roll the *Tracking* information or the *Group Selection* information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled *Tracking* information, review the following forms.

- RRRGREQ
- RORMESG

If you rolled *Group Selection Rules*, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Tracking Module.

Tracking Module

_____RRRGREQ

Aid Year-Specific Forms

Associate tracking requirements to tracking groups for the new aid year. Use the **Copy** function to copy group rules from the prior year to the new year.

Prerequisites Comments

RTVTGRP
RTVTREQ
ROAINST

_____RORRULE

Create Group Assignment Rules for the new aid year. Use the **Copy** function to copy group rules from the prior year to the new aid year.

RTVTGRP
ROAINST

Check the values in the rules to ensure that you do not need to update hard coded dates. Use ROIGRPI to verify that you set up all required rules for the new aid year (the **Rules Exist Indicator** is set to *Y*).

Confirm that the **Default Group Code** exists on ROAINST for the new aid year.

Use ROIGRPI from the prior year to derive the **Priority Codes** on RTVTGRP for the new aid year.

Ensure that **Group Assignment Rules** that use the ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views utilize the new aid year.

_____RORMESG*

Associate new messages to tracking requirement codes for use in Tracking Letter Generation.

Prerequisites Comments

RTVMESG
ROAINST
RTVTREQ

Set up new message codes on the Message Code Validation Form (RTVMESG). Make sure that you update messages which may contain dated information that is hard-coded within the text.

Budgeting Module (*RESBUDG)

Review the following forms before you create aid year-specific rules for the Budgeting Module to assure that the codes meet the requirements for the new aid year.

- ROAINST
- RTVAPRD
- RTVBTYPE
- RTVCOMP
- RTVBGRP
- RBRGTYP

If you ran the ROPROLL process to roll the *Budgeting* information or the *Group Selection* information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled *Budgeting* information, review the following forms.

- RBRCOMP
- RORMESG

If *Group Selection* information was rolled, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Budgeting Module.

Budgeting Module

_____RBRCOMP

Aid Year-Specific Forms

Create budget component associations to Budget Group/Type/Period combinations.

Prerequisites Comments

RTVBGRP
RBRGTYP
RTVAPRD
RTVCOMP

Create full 100% budgets first. You need to create prorated budgets if you do not want strict prorating of all component amounts. (You can only build 100% budgets for Pell budgets.)

Use the **Copy** function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts.

Use RBIBUDG to track those budgets which have been built for the new aid year.

Budgeting Module

_____RORMESG*

Aid Year-Specific Forms *(cont.)*

Associate budget messages to budget groups for use in award letter generation (if you desire).

Prerequisites	Comments
---------------	----------

RTVMESG	Set up new message codes on RTVMESG.
RTVBGRP	Review messages from the previous year to ensure that hard-coded date information is not embedded within the text of the message.

_____RORRULE

Create **Budget Group Assignment Rules** for the new aid year.

Prerequisites	Comments
---------------	----------

ROAINST	Use the Copy function to copy group assignment rules to the new aid year.
RTVBGRP	Use ROIGRPI to assure that you build all required rules. Check values in the rules to ensure that you do not need to update hard-coded dates. If you use ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be certain that you use the correct aid year view. Confirm that the Default Budget Group Code exists on ROAINST for the new aid year. Use ROIGRPI from the prior year to derive priority codes for the new aid year on RTVBGRP.

Funds Management Module (*RESFUND)

Review the following forms before you create aid year-specific rules for the Funds Management Module to assure that the codes meet the requirements for the new aid year.

- ROAINST • ROAUSIO • RTVFTYP • RTVFSRC
- RORTPRD • RFRBASE • RTVAWST

If you ran the ROPROLL process to roll the Fund information or Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year-required changes are made.

If *Fund* information was rolled, review the RFRMGMT form.

If *Group Selection* information was rolled, review all simple and expert Fund Awarding and Fund Disbursement rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Funds Management Module.

Funds Management Module

Aid Year-Specific Forms

_____ ROAUSIO

Check **Use Multi-Award Years Perkins MPN** field on the Institution Loan Options window if you use the Multi-Award Years Perkins MPN at your institution.

Prerequisites Comments

ROAINST

Check to see if all fields in the Institutional Defaults, Campus Defaults, and Pell and EDE sections of the ROAINST form have been completed.

_____ RFRMGMT

Build aid year-specific data for each fund that you intend to use from RFRBASE in the new aid year.

Prerequisites Comments

RTVAWST
RTVCOMP
RTVTREQ
RTVMESG
TSADETC

Use budget totals from the prior year to help determine over-commitment rates for the new aid year.

Funds Management Module**Aid Year-Specific Forms** *(cont.)*

_____RFRDEFA

Create term award and disbursement default schedules for the new aid year by aid period.

Prerequisites **Comments**

RTVAPRD
RORTPRD
ROAINST
RPROPTS

Banner uses these default rules when you do not specify fund specific award and disbursement rules (RFRASCH).

The **Memo Expiration Date** is required if funds are able to be memoed.

The disbursement date initially defaults from the term cut-off date as you define it on RPROPTS for the new aid year. If you do not define cut-off dates, Banner defaults the start date of the term from STVTERM.

_____RFRASCH*

Create optional term award and disbursement schedules for the new aid year by aid period and fund code.

Prerequisites **Comments**

ROAINST
RORTPRD
RFRMGMT
RFRDEFA

You only need to define these rules if a different award and/or disbursement schedule is unique to the specific fund code.

If you use the Create Record function, Banner initially defaults schedules from RFRDEFA for the aid period.

_____RORRULE

Create optional Fund Awarding Rules for the new aid year by fund code.

Prerequisites **Comments**

ROAINST
RFRMGMT

Use the Copy function to copy rules from the prior aid year to the new aid year.

If you use the ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be certain to use the new aid year views in your rules.

Check for embedded values in rules which are year-specific and update the values, if necessary.

Packaging And Disbursement Module

(*RESPACK)

Review the following forms before you create aid year-specific rules for the Packaging and Disbursement Module to assure that the codes meet the requirements for the new aid year.

- ROAINST
- RTVALGR
- RTVFCAT
- RTVPGRP
- RTVAWST
- STVTERM
- STVMAJR
- ROAUSIO
(Aid Eligible Indicator)

If you ran the ROPROLL process to roll the Packaging information or the Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled *Packaging* information, review the following forms.

- ROASECT
- RPRAUDT
- RPRFCAT
- RPRFSRC
- RPRALGR
- RPROPTS
- RPRDEFR
- RPRPCKR
- RPRGFND
- RPRCLSS
- RPRMAJR
- RPRDEGR

If you rolled *Group Selection*, review all simple and expert Packaging Group Assignment and Packaging Group Fund Awarding rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Packaging and Disbursement Module.

Packaging & Disbursement Module

_____ RPROPTS

Aid Year-Specific Forms

Create aid year-specific Packaging and Disbursement options.

Prerequisites	Comments
---------------	----------

ROAINST	Confirm that STVTERM has a new aid year associated with it to validate terms.
RTVTRST	
STVTERM	

Packaging & Disbursement Module

_____ RPRAUDT*

Aid Year-Specific Forms *(cont.)*

Create aid year-specific rules for Audit Grading Mode courses for disbursement processing if you elect to use adjusted enrollment hours on the RPROPTS form.

Prerequisites Comments

ROAINST Define the Grading Modes or Registration Status Codes for courses which should be excluded from a student's enrollment hours for financial aid purposes.

Use the Copy To function to copy the rules to the new aid year.

_____ ROASECT

ROAINST Create aid-year-specific rules for excluding individual courses in the calculation of enrollment for disbursement processing if you elect to use adjusted enrollment hours on the RPROPTS Form.

SSASECT Complete the Banner Student SSASECT Form or establish the Course sections in Student prior to entering data on ROASECT.

_____ RPRCLSS

Create Class Code Translations for use in Disbursement Processing for the new aid year.

Prerequisites Comments

ROAINST Use this form in the translation of the **Class Code** and
STVLEVL **Level** combinations from the Banner Student System to a
STVCLAS Financial Aid **Class Code** for the disbursement of federal
funds where you apply federal rules.

Confirm the accuracy of STVLEVL and STVCLAS values.

Note that in Banner Student, the **Class Code** can be a null value. Be sure that combinations of **Level Codes** and **Class Codes** include the possibility that the **Class Code** is null.

_____ RORRULE*+

Create Packaging Group Assignment Rules for the new aid year. Note that maintenance to package groups is only necessary if you use automated packaging.

Packaging & Disbursement Module

Aid Year-Specific Forms *(cont.)*

Prerequisites Comments

ROAINST Use the **Copy** function to copy rules from the prior aid year
RTVPGRP to the new aid year.

Use ROIGRPI to ensure that you create all required rules for the new aid year.

Be sure to update rules with hard-coded, year-specific values. If you use ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be sure to use the proper year view.

Use ROIGRPI from the prior year to derive group priority codes for the new year on RTVPGRP. Ensure that the **Packaging Default Group Code** exists on ROAINST.

_____RPRDEFR*+

If you use Gap, Self-Help, or Equity Packaging philosophies, create the default rules on the RPRPCKR form for packaging groups.

Prerequisites Comments

ROAINST The Financial Aid System uses the values on the
RPRDEFR form to default values to the RPRPCKR form.
It does not use the RPRDEFR values in processing.

_____RPRPCKR*+

Create Gap, Self-Help, or Equity Packaging Rules by packaging group for the new aid year.

Prerequisites Comments

ROAINST Use the **Count Query Hits** function to query rules on
RTVPGRP RPRDEFR or the **Create Record** function to copy the
default rules in each section.

_____RPRGFND*+

Create fund code associations and algorithmic rule associations to packaging groups for the new aid year.

Packaging & Disbursement Module

Aid Year-Specific Forms *(cont.)*

Prerequisites	Comments
---------------	----------

ROAINST RTVPGRP RFRMGMT RTVALGR	RFRMGMT records must exist for the new aid year for the desired funds before you can build these rules. Use these rules only in automatic packaging. Use the Copy function to copy rules from the prior aid year to the current aid year.
--	--

_____RORRULE*+

Create optional group/fund awarding rules for the new aid year.

Prerequisites	Comments
---------------	----------

ROAINST RTVPGRP RPRGFND	Use the Copy function to copy rules from the prior aid year to the new aid year. You must associate the fund with the Packaging Group on RPRGFND before you can create group-specific awarding rules. Use the Create Record function to copy Fund Awarding rules from RORRULE for the aid year/fund code combination. Be sure to update rules with hard-coded, year-specific values.
-------------------------------	--

_____RPREXPT*

Create optional exemption interface rules.

Note: The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The exemption must exist in TBBEXPT for the roll “to” term.

Prerequisites	Comments
---------------	----------

ROAINST RPROPTS TSAEXPT	You can only build rules for an exemption code if it is already built in Banner Accounts Receivable for the term. Check the Packaging Options 'Interface Exemptions' indicator on RPROPTS for the new aid year in order to interface exemption codes. Students only receive the estimate/payment amount in their package as a resource if you authorize the students for the exemption for the intended terms on TSAEXPT.
-------------------------------	---

Packaging & Disbursement Module

_____RPRCONT*

Aid Year-Specific Forms *(cont.)*

Create optional Contract Interface rules for those contracts in which you want to count student recipient amounts as a resource in their aid package.

Note: The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The **Contract ID/Contract Number** must exist in TBBCONT for the new term.

Prerequisites	Comments
---------------	----------

ROAINST RPROPTS TSACONT	You can only define contract interface rules for those contracts already built for the intended terms on TSACONT.
-------------------------------	---

The Packaging Options **Interface Contracts Indicator** on RPROPTS must be checked in order to invoke rules and to count estimate/payment amounts as a resource in the student's aid package.

Students only receive the contract/payment amount as a resource in their package if the you authorize the students for the intended contract on TSACONT.

_____RPRFSRC*

Create optional fund source maximum award rules for the new aid year.

Prerequisites	Comments
---------------	----------

ROAINST RTVPGRP RTVFSRC	Use the Copy function to copy rules from the prior aid year to the new aid year.
-------------------------------	---

Only one fund source code can have a maximum for each packaging group.

These rules are only invoked by the automatic packaging program.

_____RPRDEGR*

Review the values in RPRDEGR for the necessary updates based on your institution's definition of Degree Award and to add the institution-specific values you have determined as eligible for ACG, SMART, or TEACH Grants.

_____RPRMAJR*

Review the values in RPRMAJR for the necessary updates based on your institution's TEACH and 5th Year SMART Grant-eligible majors.

Packaging & Disbursement Module

_____RPRALGR*+

Aid Year-Specific Forms *(cont.)*

Create optional algorithmic packaging rules for the new aid year. Note that maintenance to algorithmic packaging rules is only necessary if you use algorithmic rules within automatic packaging.

Prerequisites	Comments
---------------	----------

ROAINST RTVFCAT RTVPGRP	Use the Copy function to copy rules from the prior aid year to the new aid year.
-------------------------------	--

Loan Processing Module (*RESLOAN)



Review the following forms before you create aid year-specific rules for the Loan Processing Module to assure that the codes meet requirements for the new aid year.

- ROAINST
- ROAUSIO
- RTVLNST
- RPRLNDR
- RFRBASE

Use the following checklist to assist you in your setup of the Loan Module.

Loan Module

_____RPRLOPT

Aid Year-Specific Forms

Create aid year-specific options for each loan fund that you process in the loan module.

Prerequisites	Comments
---------------	----------

ROAINST RTVTREQ RFRMGMT/ RFRBASE RTVTRST RTVLNST RTVAWST RPRLNDR	Set up fund codes for the loans you want to process through the loan module with the Loan Process indicator checked on the RFRMGMT form for the new aid year.
---	--

_____RPRLPRD

Create valid loan periods for the new aid year.

Prerequisites

Comments

ROAINST
RTVAPRD/
RORTPRD
STVTERM

Create aid year-specific loan periods for the new aid year since rules are term and date specific.

Electronic Data Exchange (EDE) Module (*RESEDE)

For Pell Corrections and COD processing, check the rules on the following forms to assure that you set the rules correctly for the new aid year. Also, refer to the most recent COD Handbook for more detail on set up.

Use the following checklist to assist you in your setup of the EDE Module.

EDE Module

Aid Year-Specific Forms

_____ROAUSIO

Prerequisites

Comments

For corrections processing, use the Pell and EDE Options window to check the EDE Correction indicator for the new aid year. Update the desired options for Pell processing.

Institutional Defaults Window

Enter the default COD Attending ID for the institution in the **Attending ID** field. This automatically populates the **Reporting ID**, **Source ID**, **Pell ID**, and **OPEID** fields on this tab, as well as the **Direct Loan School Code** field on the Loan Options window with the data established for the **Attending ID** on the RORCODI Form.

Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field.

Campus Defaults Window

Build all data related to each campus on the Campus/EDE Defaults window.

_____RORCODI

EDE Module

Aid Year-Specific Forms *(cont.)*

Prerequisites	Comments
---------------	----------

	Review the ID relationships built on RORCODI for the aid year to verify that relationships are correct. Ensure that one record is identified as the Institutional Default.
--	--

_____ RORDATA

Prerequisites	Comments
---------------	----------

	Note that SunGard Higher Education delivers this system required form with all EDE correctable fields checked.
--	--

	EDE records are loaded through the standard Record Creation process. (Refer to the Record Creation Module section for more information.)
--	--

Student Employment Module (*RESEMPL)

Review the following forms before you create aid year-specific rules for Student Employment to assure that the codes meet the requirements for the new aid year.

- RTVAUST
- RTVRFST
- ROAINST
- RJAPLBD
- RJRJREQ
- RJRJOBT

Use the following checklist to assist you in your setup of the Student Employment Module.

Student Employment Module	Aid Year-Specific Forms
---------------------------	-------------------------

_____ RJRSEDR*	Define default authorization rules for the new aid year.
----------------	--

Prerequisites	Comments
---------------	----------

ROAINST RTVAUST	
--------------------	--

_____ RJRPLRL*

Create valid positions for each placement within the new aid year.

Student Employment Module Aid Year-Specific Forms *(cont.)*

	Prerequisites	Comments
--	---------------	----------

	ROAINST RJAPLBD	If Banner Human Resources/Finance applications are not installed, the fields on this form are free-format.
--	--------------------	--

_____RJRPAYL

Indicate the valid payrolls from Banner Human Resources which you want to load into Banner Financial Aid.

	Prerequisites	Comments
--	---------------	----------

	ROAINST STVTERM Banner HR/ Finance	This form is only required if you use Banner Human Resources to load payroll compensation information back to Banner Financial Aid.
--	---	---

Athletic Module (*RESATHL)

Review the following forms before you create aid year-specific rules for Athletics to assure that the codes meet the requirements for the new aid year.

- RTVFASP
- RTVAATP
- ROAINST

Use the following checklist to assist you in your setup of the Athletic Module.

Athletic Module

_____RAAPAGD*

Aid Year-Specific Forms

Define default athletic grant amounts for the new aid year.

	Prerequisites	Comments
--	---------------	----------

	ROAINST RTVFASP	
--	--------------------	--

Schedule A — System Validation and Rules Form Reference

Table/Form	Description	System Required
* ROAUSIO	U.S.-Specific Institutional Financial Aid Options Form	Required for U.S. Dataload, Needs Analysis and Federal Fund processing.
* RORELTF	E-Mail Letter Format Rules Form	Required for E-Mail Letters.
* RORELTR	E-Mail Letter Rules Form	Required for E-Mail Letters.
* RORNYVD	Non Year User-Defined Variables Description Form	Required for Non Year User-Defined fields.
* RORUSER	User-Defined Variables Description Form	Required for User-Defined Fields.
* RORWBQA	Web Question and Answer Rules Form	Required for Self-Service Dynamic Questions.
* RORWTAB	Web Tab Rules Form	Required for Self-Service Dynamic Text.
* RORWTXT	Web Text Rules Form	Required for Self-Service Dynamic Text.
* RORWVAR	Web Variables Form	Required for Self-Service Dynamic Variables.
* RPRDEGR	Financial Aid Degree Rules Form	Required for ACG, SMART, and TEACH-eligible degree codes.
* RPRMAJR	Financial Aid Major Rules Form	Required for TEACH and 5th Year SMART-eligible major codes.
* RTVAATP	Athletic Aid Type Validation Form	Required for Athletic Module.
* RTVALGR	Algorithmic Packaging Rule Code Validation Form	Required for Algorithmic Rule Functionality within Automatic Packaging.
* RTVAPRD	Aid Period Validation Form	Required.
* RTVARSC	Resource Code Validation Form	Required for Other Resource Maintenance.
* RTVAUST	Authorization Validation Form	Required for Student Employment Module.
* RTVAWST	Award Status Validation Form	Required.
* RTVBGRP	Budget Group Validation Form	Required.
* RTVBTP	Budget Type Validation Form	Required.
* RTVCCOM	Comment Category Code Validation Form	Required for Comment Category Codes.
* RTVCINT	Certification Initials Validation Form	Required for Loan Module.
* RTVCOMP	Budget Component Validation Form	Required.
* RTVELTM	E-Mail Letter Module Validation Form	Required for E-Mail Letters.
* RTVFASP	Financial Aid Sport Validation Form	Required for Athletic Module.
* RTVFCAT	Fund Category Validation Form	Required for Fund Category Functionality within Automatic Packaging.
* RTVFSRC	Fund Source Validation Form	Required.
* RTVFTYP	Fund Type Validation Form	Required.
* RTVHOLD	Hold Validation Form	Required for Hold Functionality.

Table/Form	Description	System Required
* RTVINFC	Data Interface Code Validation Form	System Required and Delivered with Values.
* RTVLNST	Loan Status Validation Form	Required for Loan Module.
* RTVMESG	Message Code Validation Form	Required for Messages in Letter Generation.
* RTVPGRP	Package Group Validation Form	Required for Automated Packaging.
* RTVPTYP	Batch Posting Type Validation Form	System Required and Delivered with Values.
* RTVRFST	Referral Source Validation Form	Required for Student Employment Module.
* RTVRJCT	Rejection Code Validation Form	System Required and Delivered with Values.
* RTVRPSR	Repayment Source Validation Form	Required for Short-Term Credit Module.
* RTVSAPR	Satisfactory Academic Progress Form	Required.
* RTVTGRP	Tracking Group Validation Form	Required.
* RTVTREQ	Tracking Requirements Validation Form	Required.
* RTVTRST	Tracking Status Validation Form	Required.
* RTVWEBQ	Web Question Validation Form	Required for Self-Service Dynamic Questions.
* RTVWTXT	Web Text Rule Code Validation Form	Required for Self-Service Dynamic Text.
* RTVWVAR	Web Variable Validation Form	Required for Self-Service Dynamic Variables.

Schedule B — Delivered System Required Data

Tables Reference

The following is a listing of system-required tables and associated forms (if applicable) which are required for Banner Financial Aid processing. The values in these tables are delivered and updated in the new year release, if required. Following the new year install, check these system-required forms to assure that the forms are accurate for the new aid year. Note that in addition to the aid year-specific tables listed below, the views ROVADxx, ROVAMxx, ROVSTxx, ROVA2xx, ROVAYxx, and ROVSAxx are also aid year-specific and must be customized if your aid year definition differs from the delivered definition (that is, *1011*).

Table	Description	Associated Form	Aid Year Specific?
RFRFFID	Federal Fund ID Table	RFIFFID	NO
RNRGLBL	INAS Global Policy Options Table	RNRGLxx	YES
ROBLOGC	Logging Control Base Table	ROALOGC	NO
RORDATA	Data Dictionary Table	RORDATA	YES
RORDSUP	Supplemental Log Data	RORDSUP	NO
RORDVAL	Audit Log Form/Data Code Table	[NONE]	NO
RORLEXM	Local Exit Mapping Table	[NONE]	NO
RORLOGC	Logging Control Repeating Table	[NONE]	NO
RORMVAL	Miscellaneous Validation Rules Table	ROIMVAL	NO
RORPELL	Pell Grant Payment Schedule Table	[NONE]	YES
RPRCIPC	Financial Aid CIP Code Rules Table	RPICIPC	NO
RPRFEDR	Federal Rules Table	RPIFEDR	YES
RPRGRNT	Grant Rules Table	[NONE]	YES
RPRSAHP	State Advanced/Honors Program Codes Table	RPISAHP	NO
RTVCDNT	COD Nation Table	RTVCDNT	NO
RTVCDST	COD State Table	RTVCDST	NO
RTVDLBT	Batch Type Validation Table	[NONE]	YES
RTVELTM	E-Mail Letter Module Validation Table	RTVELTM	NO
RTVICMT	ISIR Comment Code Text Validation Table	RTVICMT	YES
RTVINFC	Data Interface Validation Table	RTVINFC	NO
RTVINTL	International Translation Rules Table	ROAINST	YES
RTVPHAS	CommonLine Loan Application Phase Validation Table	[NONE]	YES
RTVPRCD	NSLDS Program Code Validation Table	[NONE]	NO

Table	Description	Associated Form	Aid Year Specific?
RTVPTYP	Posting Code Validation Table	RTVPTYP	NO
RTVRJCT	Rejection Code Validation Table	RTVRJCT	NO
RTVYICD	Year in College Description Table	[NONE]	NO
RURVERS	Financial Aid Version Control Table	GUAINST, GUAABOT	NO

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